

# Division of Student Affairs and Enrollment and Academic Services

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The Division of Student Affairs and Enrollment and Academic Services provides hands-on learning opportunities that help students integrate academic and personal growth. Effective enrollment services and other educational partnerships and programs encourage the development of student leadership, campus involvement, and personal responsibility and accountability and promote the creation of meaningful campus rituals and traditions and an inclusive and supportive learning community.

Recognizing that an integral part of the university experience and the individual student's personal development take place through activities outside the formal classroom setting, the Division of Student Affairs and Enrollment and Academic Services implements programs and services designed to complement the classroom experience and prepare students to be educated and productive members of society. The University also recognizes that whatever affects a student outside the classroom affects the student inside the classroom. Therefore the Division of Student Affairs and Enrollment and Academic Services seeks to accomplish two general goals. The first is to take care of students' needs by providing the services necessary to support students' learning environment. The second is to enhance the academic community by providing opportunities to facilitate social, intellectual, physical, and emotional growth; to assist students in becoming actively involved in campus life; to serve as an advocate for student concerns about the University community; and to encourage an environment responsive to individual differences and representative of the diversity of MTSU's population.

## The Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services

The role of the vice president for Student Affairs and vice provost for Enrollment and Academic Services is to manage the division so that the best interests of students, individually and collectively, are always given the priority they merit. Although the average student has little actual contact with the vice president and vice provost, it is vital for every student to recognize that the vice president and vice provost is his/her advocate and that every student has a right to meet and seek assistance. Services and activities of the division may be

considered in three major categories—student life programs, academic support services, and enrollment management services. The Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services is located in KUC 212, (615) 898-2440.

## Student Life

### Campus Recreation

A variety of recreational activities that encourage healthy life-styles is the focus of the Department of Campus Recreation. From intramural sports, swimming, and outdoor activities to fitness classes, Campus Recreation offers programming for everyone. The Department of Campus Recreation is located in the Health, Wellness, and Recreation Center, which has been expanded to 170,000 sq. ft. to better serve the MTSU community. The facility houses six basketball/volleyball courts, six racquetball courts, and a three-lane indoor track. There are two group exercise rooms, more than 17,000 sq. ft. of free weights, and a cardiovascular room with selectorized machines. An indoor swimming pool with water slide and diving board is available year-round, and there is a 4-ft. deep outdoor swimming pool and sun deck adjacent to four sand volleyball courts. A rock climbing wall, an outdoor equipment rental facility, and a challenge course that also includes an Alpine tower is available for those who want to tackle outdoor challenges. Other amenities include an equipment checkout center, an indoor soccer/hockey arena, and two sets of locker rooms. A sports club complex on East Main Street houses a sports club facility, a running/walking track, and three sports fields. The Recreation Center is open seven days a week during fall and spring semesters and the summer term. The center closes during fall breaks, Thanksgiving and Christmas holidays, and spring breaks. The schedule may be adjusted during the other University holidays and for certain special University events. More information on programs or the center may be obtained by contacting the Campus Recreation Office at (615) 898-2104 or by viewing the Web site at [www.mtsu.edu/~camprec](http://www.mtsu.edu/~camprec).

### Community Service Opportunities

MTSU offers a variety of ways for students to volunteer on campus and in the Rutherford County community. Students may choose to join a community service-based student organization and participate in group or individual volunteer work as their schedules permit. Campus-wide volunteer opportunities include, but are not limited to, Up 'Til Dawn, Alternative Break programs, Habitat for Humanity, and Make a Difference Day. For more information, contact the director, Leadership and Service, KUC 326S, (615) 898-5812.

### Greek Affairs

Greek organizations at MTSU are self-governed by three separate bodies. The Interfraternity Council is composed of eleven member fraternities of the National Interfraternity Conference; the Panhellenic Council consists of six member chapters of the National Panhellenic Conference; the National Pan-Hellenic Council governs the affairs of eight historically African American fraternities and sororities and Lambda Theta Alpha, the first Latino sorority.

The director of Greek Affairs counsels all three governing bodies and also coordinates programs that facilitate the development of leadership skills, social acumen, and superior scholarship within the Greek community. More information is available by contacting the Office of Greek Affairs, Keathley University Center 326S or (615) 898-5812 or by visiting the Web site at [www.mtsu.edu/~greeks](http://www.mtsu.edu/~greeks).

### Intercultural and Diversity Affairs

The Office of Intercultural and Diversity Affairs provides a welcoming and supportive environment for minority students. The office also serves as a link between ethnic minority students and the University community. The mission of the Office of Intercultural and Diversity Affairs is to provide support services for students; to assist in achievement of life goals; and to increase academic, social, cultural, moral, and physical development. In addition, the director of Intercultural and Diversity Affairs is an advocate for the needs of the ethnic minority student population. Services offered include registration assistance, financial aid, counseling, academic referral, tutoring, mentoring, and programming in multicultural awareness. More information may be obtained by calling (615) 898-5812 or writing to MTSU P.O. Box 88, Murfreesboro, TN 37132 or by visiting the Web site at [www.mtsu.edu/ida](http://www.mtsu.edu/ida).

### International Student Programs

The International Student Programs office provides assistance to international students studying at MTSU as well as programming which exposes the broader campus to a wide range of intercultural issues. More information may be obtained by visiting the office in KUC 124 or calling 898-2238.

### Judicial Affairs and Mediation Services

MTSU students are citizens of the state, local, and University communities and are expected to observe acceptable standards of conduct for each community. Conduct that adversely affects MTSU's pursuit of its educational objectives, that violates or shows a disregard for the rights of others in the community, or that endangers citizens of the community or their property is subject to disciplinary sanction. MTSU has developed a student judicial system that emphasizes personal accountability for misconduct but is also fair and consistent with students' rights to due process. In addition, MTSU offers mediation as an alternative form of conflict resolution to assist individuals in developing their own solutions to conflict situations. More detailed information with regard to student conduct may be found in the *Rights and Responsibilities of Students at MTSU* publication or by contacting the assistant dean for Judicial Affairs and Mediation Services, Keathley University Center, Room 128, (615) 898-2750.

### Leadership and Service

Leadership Development at MTSU promotes a comprehensive array of both classroom and cocurricular opportunities designed to enhance personal growth, leadership skills, and community involvement. Guided by the philosophy that leadership is best developed in a relational and reflective environment, Leadership Development works to fully develop the leadership potential present in every student. Programs and services include leadership conferences, scholarship and awards opportunities, and the Lightning Leadership Camp. Information about MTSU courses related to leadership issues and about the interdisciplinary minor in Leadership Studies is also available. To learn more about Leadership and Service at MTSU, visit the office located in Keathley University Center or visit the Web site at [www.mtsu.edu/leadandserve](http://www.mtsu.edu/leadandserve).

MTSU students with common interests are encouraged to join together and realize the social and professional benefits to be gained by the exchange of ideas and development of interpersonal relations through participation in student organizations. Registered student organizations have access to University facilities and may apply for funding from the Student Activity Fee Committee. The director of Leadership and Service, Keathley University Center, Room 326S, is available to answer questions and facilitate formation and registration of new organizations. The Office of Leadership and Service can provide a complete listing of registered student organizations. For more information about these services, please contact (615) 898-5812.

### Lost and Found

Items found on the MTSU campus should be delivered immediately to Keathley University Center Information Desk on the second floor. Efforts will be made to return these items to their owners. Contact the Lost and Found office at (615) 898-2782.

### Off-Campus Student Services

The Off-Campus Student Services office (OCSS) provides information to all students who live off campus, both commuting students of traditional age and adult students entering or returning to college after a period of time away from the academic environment. OCSS provides information and referrals about all aspects of academic and social life at MTSU. It provides an online off-campus housing information service that includes roommate matching and a car pool message board. It also sponsors seminars, support groups, and workshops to help students manage stress, balance school with their families and careers, brush up on their study techniques, experience greater satisfaction with the educational experience on campus, and facilitate the completion of their college degrees. Located in Keathley University Center, Room 320, OCSS helps make available the services of various other University offices to students on campus at hours other than regular business hours. It provides parking permits and a variety of forms that students might need. OCSS sponsors a student organization for adult students called OWLs (Older Wiser Learners) and another for commuting students called Ridin' Raiders. Membership forms for both of these organizations are available at [www.mtsu.edu/~ocss](http://www.mtsu.edu/~ocss). Additional information is available by calling (615) 898-5989.

### Spirit Programs

Coed Squad and Dance Team tryouts are held each Spring semester. Candidates should be full-time students and in good standing with the University. For specific academic requirements and required skills, visit Keathley University Center 306, call (615) 494-8907, or visit the Web site at [www.mtsu.edu/mtcheer](http://www.mtsu.edu/mtcheer).

### Student Government Association

The Student Government Association (SGA) at Middle Tennessee State University represents the mechanism through which students are afforded the opportunity to participate in University governance by ensuring an exchange of ideas and opinions between the student body and the administration. The purposes of the SGA are to promote student welfare, provide training in the general principles of the democratic process, and prepare students to become responsible citizens. The SGA actively seeks to protect the rights of students and to improve the quality of student life. Students are encouraged to become involved in SGA activities and to contact the SGA Office in Keathley University Center, Room 208, or call (615) 898-2464 with any concerns arising from their enrollment at MTSU.

### Student Health Services

Student Health Services, located in the Health, Wellness, and Recreation Center, accommodates students on an outpatient basis only. Students must be enrolled at the time they seek service to be eligible for care according to the following provisions:

1. Services include consultation for individual problems and treatment of minor illnesses and injuries, lab tests, x-rays, FAA physicals, women's health clinic, employment physicals, after-hours nurse advice line, and a travel medicine clinic. Health Services personnel include board certified physicians, certified midlevel practitioners, and registered nurses. Hours of operation during the Fall and Spring semesters are Monday through Thursday 8:00 a.m.–4:30 p.m. and Friday 8:00 a.m.–4:00 p.m. During summer and semester breaks, hours are Monday through Friday 8:00 a.m.–4:00 p.m. Appointments are available by calling 898-2988 or online at [www.mtsu.edu/healthservices](http://www.mtsu.edu/healthservices).
2. All information resulting from care, treatment, and diagnosis involving Health Services personnel and students is confidential unless the best interests of the individual and/or the campus community are jeopardized.
3. At no time will medical treatment be given at University expense in private homes or to anyone while off the campus. Professional charges for these services must be borne by the student.
4. Local resources available nearby include the Rutherford County Health Department, Middle Tennessee Medical Center (including emergency room services), and walk-in medical clinics.

### Pharmacy

The MTSU Pharmacy is a retail pharmacy serving MTSU students, faculty, and staff. The pharmacy is located next to Health Services in the Health, Wellness, and Recreation Center. The pharmacy can fill prescriptions from Health Services

providers or outside physicians. The pharmacy is open Monday–Thursday, 8:00 a.m. to 4:30 p.m., with the drive-through open until 5:00 p.m. On Fridays the pharmacy is open from 8:00 a.m. to 4:00 p.m., with the drive-through open until 4:30 p.m. Most major insurance plans are accepted.

### Student Information

The Keathley University Center Information Desk maintains a working knowledge of general information about the University for students, faculty, staff, and guests. Persons seeking general information about the University should call the Information Desk at (615) 898-2782.

### Student Insurance

Students are urged to carry health insurance to cover illnesses and accidents that may occur while they are enrolled because coverage is not provided by the University. Information about the Student Accident and Sickness Insurance Plan, available at low cost, can be obtained at registration or at Health Services. International students should contact the International Programs and Services Office for information about health insurance.

### Student Newspaper

The student newspaper, *Sidelines*, is distributed free on campus two times weekly during the Fall and Spring semesters and once each week during the Summer term. *Sidelines* is completely produced by students and enjoys comprehensive editorial freedom for its contents. All students are encouraged to become involved in the production of *Sidelines*. For more information, contact the *Sidelines* office in Mass Communication 269 or call (615) 898-2337.

### Student Unions and Programming

#### Student Unions

Keathley University Center (KUC) is located in the center of the MTSU campus and houses a wide variety of offices, facilities, and meeting rooms. Offices on the first floor of the building include Disabled Students Services, International Student Programs, Judicial Affairs, and the Associate Vice President for Student Affairs and Dean of Student Life. Second-floor offices include Student Unions, ARAMARK Food Services, Student Affairs and Enrollment and Academic Services, and the Student Government Association. On the third floor are the Career Development Center, Center for Student Involvement and Leadership, Counseling Services, Greek Affairs, Housing and Residential Life, Intercultural and Diversity Affairs, Leadership and Service, New Student and Family Programs, Off-Campus Student Services, Production Services, Spirit Programs, Student Life, Student Organizations, Student Programming, and Testing Services.

Other facilities in the KUC include the KUC Theater, Phillips Bookstore, MTSU Post Office, the Grill, the KUC Coffee Shop, and Dwight's Mini Mart. Lounges are located on the second and third floors. Several ATMs are available on the first and second floors. The information desk is located in the lobby on the second floor. For more information, call (615) 898-2590.

James Union Building (JUB) is home to the Scheduling Center, James Union Dining Hall, the Faculty Senate Office, the

June Anderson Women's Center, the Philosophy Department, Women's Studies, classrooms, and academic offices.

### **KUC Facilities Available for Scheduling**

The KUC third-floor meeting rooms are of varying capacities. These facilities are often used for meetings and conferences. The theater and the second-floor lobby may also be used for conferences or special events. For information, please call (615) 898-2590.

### **Student Programming**

The students involved with MTSU Student Programming choose what programs and major events are brought to campus. There are no dues or fees required to be involved with MTSU Student Programming. The only requirements are being a student in good standing with the University and having a simple interest in bringing entertainment to MTSU.

While the committees include a wide variety of interested students, they are led by an elected group of student chairpersons known as the Program Council. Each semester elections give seven individuals a chance to govern their respective committees and work closely with acts or events to provide MTSU with the best possible programming available. MTSU students can hold one of the seven committee chair positions or become elected as chair of the Program Council. The chair has the privilege to work with each group as a supervisor.

Student Programming understands that education outside the classroom is essential. Providing students with individual opportunities to learn and grow experientially complements the education that students at MTSU receive, resulting in well-rounded and successful graduates. All Student Programming events and experiences are structured to help students make the most of their education at Middle Tennessee State University.

**Concerts Committee.** Through the Concerts Committee, MTSU Student Programming presents music from a world of styles. Hundreds of professional entertainers and internationally famous concert acts have performed at MTSU. Up-and-coming national, regional, and local artists and award-winning college circuit acts are featured regularly.

**Ideas and Issues Committee.** Through the Ideas and Issues Committee, MTSU Student Programming offers thought-provoking lectures, well-known speakers, and contemporary debates throughout the school year.

**Films Committee.** The Films Committee presents full-length feature films each week in Keathley University Center Theater. Selections may include adventure, drama, comedy, horror, musicals, animation, science fiction, classics, and current major studio releases. In addition, the Films Committee sponsors an annual Spring Student Film Festival.

**Variety Committee.** This committee is responsible for planning, producing, and conducting a yearly program of novelty acts, comedians, hypnotists, and other performers in the field of variety entertainment.

**Fine Arts Committee.** The Fine Arts Committee presents artists in the fields of fine art, drama, classical music, mime, and

dance and sponsors art films, exhibitions, and multimedia presentations throughout the school year.

**Game Day Committee.** This group programs, plans, and coordinates all activities that take place in Walnut Grove before each home football game.

**Promotion Committee.** This committee promotes all events presented by the Office of Student Programming. Promotion is done through many different media outlets and gives students a great opportunity to get involved in event promotion in the Murfreesboro and greater Nashville areas.

MTSU Student Programming welcomes new members and questions, comments, and suggestions. Visit [www.mtsu.edu/events](http://www.mtsu.edu/events), or call (615) 898-2551, KUC 308.



### MT Production Services

Begun in 1993 to involve students and support the Student Programming Friday Concerts on the Knoll weekend programming initiative, MT Production Services has become the MTSU community's one-stop shop for turnkey production packages. From a multimedia technician supporting a lecture in a multipurpose room to full-blown production for a concert to a multiple-room conference in a convention center, MT Production Services brings the visions of presenters to audiences while representing MTSU in the best possible light. Custom sound, light, and video and labor, staging, and roof structures for all types of events in all types of venues are available. MT Production Services offers creative solutions with competitive rates and options.

MT Production Services also offers unparalleled experiential educational opportunities for MTSU students. Common industry practices as well as industry standard (rider-friendly) equipment is used for all productions. Competitive industry rates are paid and DRI Practicum 358 opportunities are available to qualified students. Initial experience is not as important as a desire and initiative to learn and stay focused.

This is real work, and many students have continued on this career path to work for major companies in their respective fields and/or build independent contractor businesses (freelance) for up-and-coming and prominent artists.

To contact MT Production Services call (615) 898-2872 or stop by the office in Keathley University Center, Room 308, or visit [www.mtsu.edu/mtproduction](http://www.mtsu.edu/mtproduction).

### Women's Center

The June Anderson Women's Center (JAWC) has been serving individuals at MTSU since 1977. The office is located on the main floor of the James Union Building, Room 206, and provides a safe space for students to meet together, discuss issues, and organize projects. The JAWC offers information and referral services that connect individuals with needed campus and community resources including a free legal clinic available to all MTSU members each month during the academic year and a yearly *Fellowships, Grants, and Scholarships for Women* booklet. Staff members and volunteers organize a number of campus programs on gender, diversity, and empowerment issues, such as a monthly career/professional development brown bag series and annual events that raise awareness of sexual assault, domestic violence, body image, and women's contributions to society. Students are invited to attend JAWC activities, and the office has a student volunteer program available to those interested in getting more involved. Additional information about the Women's Center's activities or services is available by calling (615) 898-2193 or by visiting [www.mtsu.edu/jawc](http://www.mtsu.edu/jawc).

## Academic Support Services

### Academic Support Center (Academic Advising)

Students with declared majors are assigned a faculty advisor by their academic department and may also seek academic advising from each of the professional advisors within the five academic colleges. Undeclared majors and students required to take prescribed K-course sections receive academic advising services through the Academic Support Center (ASC). Each student working with the ASC has a personal advisor assigned based on last name. Career exploration and advising services are available in the ASC for students still trying to select a major as well as those considering changing their majors. The ASC coordinates learning communities, the community reading program, and other academic initiatives. The ASC is located in McFarland Building. To contact your ASC advisor or for more information, call (615) 898-2339 or visit the ASC Web site at [www.mtsu.edu/advising](http://www.mtsu.edu/advising).

### Career Development Center

The Career Development Center (CDC), located in Keathley University Center, Room 328, is a comprehensive center serving all departments, schools, and colleges at MTSU. The center's services include five programs: Career Exploration, Student Employment, University Internship, Cooperative Education, and Campus Recruiting. Students seeking to participate in these and other career services (such as special events, seminars, and career fairs) should register with Lightning JobSource, the CDC's online job database and recruiting software. There is also a career coordinator dedicated to each of the academic colleges as well as an extensive collection of online resources, from personal career assessment to resume writing. For additional information on all services and directions about how to register for a free Lightning JobSource account, visit the CDC online at [www.mtsu.edu/~career](http://www.mtsu.edu/~career).

### Child Care Lab

The MTSU Child Care Lab, located in the Womack Lane Building on Alumni Drive, provides quality care for children ages 3–5 whose parents are MTSU students. In the Fall and Spring semesters, first priority is given to families who need Monday/Wednesday/Friday care OR Tuesday/Thursday care; second priority is given to families who need full-time care (Monday–Friday). In the Summer term only, first priority is given to students who need full-time child care. In addition to educational programming, a hot lunch and two snacks are provided daily. The MTSU Child Care Lab serves as a lab/observation experience for students enrolled in various MTSU courses. Hours of operation are Monday–Friday, 7:00 a.m.–5:00 p.m., whenever classes are in session (including finals). For more information, call (615) 898-2970 or visit the Web site at [www.mtsu.edu/childcare](http://www.mtsu.edu/childcare).

### Counseling Services

Counseling Services invites students to make appointments and talk about virtually any personal concern or question they might have. Serving as the student counseling center for MTSU, Counseling Services offers personal counseling and crisis intervention and referral services, assisting students in

their emotional, intellectual, and social growth. Counseling Services also coordinates the University's testing program, offering such standardized tests as the CLEP, ACT residual, the PRAXIS series, and others. The Counseling Services office is located in Keathley University Center, Room 329. To learn more, visit them at [www.mtsu.edu/~countest](http://www.mtsu.edu/~countest).

### Disabled Student Services

Disabled Student Services offers a wide variety of services to students with disabilities, including managing necessary classroom accommodations. The office acts as an advocate for disabled students at the University, surveying the needs of these students and developing programs to meet those needs. Information and assistance can be obtained by calling (615) 898-2783, visiting the office located in Keathley University Center, Room 120, or by visiting the Disabled Student Services Web site at [www.mtsu.edu/~dssemail](http://www.mtsu.edu/~dssemail). MTSU also provides an ADA/504 coordinator, Watson Harris, Peck Hall 203, (615) 898-5366.

### Housing and Residential Life

MTSU has living spaces for more than 3,200 students. Students living on campus are part of a vital living/learning community which emphasizes academic excellence; interaction with students, faculty, and staff; and active involvement in the campus community. Each residence hall and apartment complex is staffed with trained student staff members who are supervised by professional area coordinators. Many amenities are made available to residents including cable television, computer labs (in selected buildings), Internet connections in each room, and 24-hour desk services (also in selected buildings). Apartments that can accommodate students with families are also located on campus. Students are encouraged to make application for housing as early as possible. More detailed information with regard to fees, regulations, and types of housing can be found on pages 48–51. The main office for Housing and Residential Life is located in Keathley University Center, Room 300. Students wishing to report maintenance or custodial concerns should contact (615) 898-4116 or fill out a request for service online at the Housing and Residential Life Web site at [www.mtsu.edu/~housing](http://www.mtsu.edu/~housing).

**Special Interest Housing.** Housing and Residential Life offers several communities designed to help students make the most of their on-campus experiences. More detailed information about the Honors Living and Learning Center, First-Year Experience Residence Hall, Give Me a Beat (Recording Industry), Aerospace Learning Communities, Women in Science and Engineering (WISE), and Diverse World, Diverse Arts can be found under the Housing and Residential Life section.

### New Student and Family Programs

The Office of New Student and Family Programs provides MTSU students and their families with a variety of services relating to their transition to MTSU. CUSTOMS, the new student orientation program, helps prepare freshmen and transfer students and their family members for a successful transition to the MTSU campus. Welcome Week activities are planned through this office to provide an entertaining

and exciting way to welcome all students and start the school year in August. The MTSU Parents Association is a volunteer organization that provides opportunities for parents to become involved in their students' education. The Parents Association is also a vehicle for parents to ask questions and make suggestions, and it is a support system that eases the transition that accompanies sending students off to college. MTSU Family Weekend is also coordinated through this office. New Student and Family Programs also coordinates the Distinguished Lecture Fund, which promotes appearances by nationally and internationally known speakers who focus on the timely discussion of regional, national, and global issues in a variety of fields. Contact the Office of New Student and Family Programs by visiting the staff in Keathley University Center, Room 326, by calling (615) 898-2454, or by visiting the Web site at [www.mtsu.edu/nsfp](http://www.mtsu.edu/nsfp).

### Orientation (MTSU CUSTOMS)

CUSTOMS is the MTSU orientation program that helps new undergraduate students make the transition into the University; prepares new students for MTSU's educational opportunities; and initiates the integration of new students into the intellectual, cultural, and social climate of the institution. During CUSTOMS, new students will meet faculty, staff, and other new students; register for courses; and learn about important programs, services, and requirements of the University. CUSTOMS orientations are offered on several different dates during the summer for those students attending the Fall term and in December for those students who will begin their MTSU careers in the Spring term. Registration is required and fees apply. All students who are tentatively accepted to MTSU receive CUSTOMS registration materials and informational brochures. Advisement is required of all new students prior to registration for classes and is one of the main focuses during CUSTOMS. Questions concerning CUSTOMS orientation should be directed to the office of New Student and Family Programs, Keathley University Center, Room 326, (615) 898-2454. You may also visit the CUSTOMS Web site at [www.mtsu.edu/customs/](http://www.mtsu.edu/customs/).

### Raider Learning Communities

The Raider Learning Community Program (RLC) helps to create a small-college atmosphere within the large university environment of MTSU. Emphasizing the close relationships between students and faculty that make small, private colleges special, Raider Learning Community students are able to take advantage of ongoing connections within a smaller learning community while also being able to access all the resources and programs of the large public university. RLC members belong to small groups of 25–40 students each who enroll as a group in at least two courses in the Fall semester. Course blocks include University 1010 and/or a General Education course. Many students find the RLCs give them a built-in group of friends and academic colleagues, enhancing the first-year experience. For more information about both on-campus and off-campus participation in the Raider Learning Communities, please contact the Academic Support Center at (615) 898-2339.

### Student-Athlete Enhancement Center

The Student-Athlete Enhancement Center provides academic advising, tutoring, computer labs, and study halls for MTSU athletes. The center is located near Gate One of the Floyd Football Stadium. Call (615) 898-5610 for more information.

### Student Support Services

A federally funded TRIO program, Student Support Services (SSS) provides academic counseling, tutoring, academic workshops, and cultural events to full-time undergraduate students who have a verified academic need and meet at least one of the following criteria: first-generation college student (neither parent has earned baccalaureate degree), income-eligible per federal guidelines, or have a documented disability. Grant scholarships may be available to full-time sophomore students who also receive the Pell grant. Student Support Services works with students to increase their academic success in persisting to graduation and helps participants to achieve their educational goals. For additional program information, contact Student Support Services in the Midgett Building, Room 101, by phone at (615) 898-5443, or on the Web at [www.mtsu.edu/~ssupport](http://www.mtsu.edu/~ssupport).

## Enrollment Services

### Undergraduate Admissions

The Undergraduate Admissions office provides information to prospective freshmen and transfer students on admission to the University, required test scores, and other required credentials. Admissions counselors work extensively with high school guidance counselors as well as counselors from two-year institutions to provide a smooth transition to MTSU.

The office also serves reenrolling students (those who previously attended MTSU) and international students. International students receive immigration advisement and issuance of INS documents. Please refer to page 32 for information regarding admission requirements.

### Financial Aid

Financial Aid information is detailed earlier in this catalog. Please refer to pages 42–47.

### Records Office

The Records Office is responsible for maintenance of student records, provision of transcripts, certification of student enrollment, and certification of degrees for all undergraduate degree candidates. The Records Office also certifies for benefits and monitors enrollment of U.S. military veterans.

### Scheduling Center

The Scheduling Center builds and maintains the schedule of classes for each term and makes classroom assignments. The final exam schedule is developed in conjunction with the schedule of classes. Personnel are also available in the Scheduling Center to assist students with registration for classes.

### Withdrawal Office

The Withdrawal Office provides assistance to those withdrawing from the University for the term. Students finding it necessary to withdraw (completely separate) from their classes for a future term should contact the coordinator of withdrawals if unable to complete the withdrawal process via PipelineMT at [www.mtsu.edu](http://www.mtsu.edu) or if withdrawal becomes necessary after announced deadlines. Please refer to page 58 for additional information.

