

College of Basic and Applied Sciences

College of Education

College of Media and Entertainment

Honors College

**MIDDLE
TENNESSEE**

STATE UNIVERSITY
**ACADEMIC ADVISING
SYLLABUS**

College of Behavioral and Health Sciences

College of Liberal Arts

Jones College of Business

University College

MTSU Academic Advising Mission Statement

MTSU academic advising fosters a collaborative, holistic, and inclusive student-centered relationship that promotes academic and personal growth so students can thrive in the university community. Through innovative, transformative, and informed practice, academic advisors empower students to think critically and take ownership of their journey and success.

Advisees are expected to:

- Be responsive and respectful to their academic advisor.
- Schedule appointments with their academic advisor at least once a semester and be on time.
- Ask questions.
- Familiarize themselves with the academic calendar and be aware of important deadlines, such as financial due dates, priority registration, and withdrawal deadlines.
- Come prepared for academic advising appointments.
- Check MTMail regularly and utilize PipelineMT and Degree Works.
- Accept responsibility for their decisions and own their academic experience.

Academic Advisors are expected to:

- Be available, approachable, and respectful of students.
- Encourage and support students as they develop realistic goals and attainable educational plans.
- Have a thorough understanding of MTSU's True Blue Core curriculum, institutional requirements, and degree requirements.
- Be efficient and accurate when discussing degree requirements with advisees.
- Assist students in developing decision-making skills and encourage them to accept responsibility for their academic choices.
- Maintain confidentiality according to [FERPA](#) guidelines.
- Be knowledgeable about campus policies, resources, support services, and opportunities; referring students as needed.

MTSU Academic Advising Student Learning Outcomes

Students will:

- Recognize that advising is integral to their student development: academic advisors help prepare them for both life and careers beyond graduation.
- Initiate contact with their assigned advisor at least once per academic year.
- Identify desired outcome of advising appointments.
- Come to academic advising appointments prepared with questions that align with academic plan and career goals.
- Develop an academic plan in collaboration with their academic advisor based on academic program requirements.
- Utilize digital tools and resources (PipelineMT and Degree Works) to monitor their academic progress.
- Use campus success or support services.
- Register for classes during priority registration that align with academic and career goals based on informed discussions with an academic advisor.

ACADEMIC ADVISING TIMELINE

FIRST YEAR

- Establish contact with your assigned advisor.
- Grow familiar with campus resources.
- Investigate [majors/careers](#) of interest.
- Explore [student organizations](#).
- Review [college and departmental scholarship opportunities](#).

SECOND YEAR

- Explore major related student organizations.
- Consider [Career EDGE](#), [MT Engage](#) and [Experiential Learning \(EXL\)](#) opportunities.
- Begin networking with peers and faculty within major.
- Create personalized academic plan.
- Explore internship opportunities.
- Explore [Career Development Center](#) services and resources.

THIRD YEAR

- Research career options, graduate programs, and participate in career fairs.
- File [intent to graduate](#).
- Solidify internship plans.
- Prepare for appropriate graduate exams (LSAT, GRE, MCAT, GMAT).

FOURTH YEAR

- Finalize career/post-graduation transition plan.
- Take graduate exams (LSAT, GRE, MCAT, GMAT).
- Complete appropriate [exit exams](#) during graduating semester - see Major Field Test (MFT) and General Exit Exam.
- Review the [graduation](#) website.

These are generalized expectations of all students. Please work with your Academic Advisor to personalize your student experience.

ONGOING

- Familiarize yourself with the academic calendar and important dates and deadlines.
- Stay involved with social/professional student organizations.
- Seek information regarding education abroad, career-focused internships, and research opportunities.
- Attend campus events, guest lectures, music/theatrical performances, career days, etc.
- Build relationships with faculty in your discipline.

ACADEMIC ADVISING APPOINTMENTS

Scheduling: Your academic advisor's name and contact information can be found in PipelineMT. Appointments can be held in person, virtually (via Zoom or phone), or, in some cases, through email. You can schedule an appointment using the online appointment booking system called Navigate360: <http://mtsu.campus.eab.com>. To log in directly, use the same username and password as your MTMail account.

Prepare: Be aware of any [holds](#) on your account. Review your program requirements and record your progress on your personalized academic plan before your meeting. Bring all important documents with you, and be prepared with any questions and/or concerns you have about your progress. Arrive on time for your advising appointment. If you are unable to attend the appointment, please cancel and reschedule.

RESOURCES

- [Registration Guide](#)
- [Academic Calendar](#)
- [Office of Education Abroad](#)
- [Counseling Services](#)
- [MT One Stop](#)
- [Tutoring](#)
- [Campus Life](#)
- [Writing Center](#)
- [Walker Library](#)