Bring page 1 with you to your Advising/Registration meeting.
Complete page 1 with the assistance of an advisor.

Name of Major: ____________________________
Faculty/College or ASC Advisor signature:
________________________________________

List of Recommended Courses for next semester:
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Pages 2-8 are to be completed by viewing the Advising/Registration powerpoint presentation.
Advising/Registration Summary Worksheet

1. What are the various types of advisors on campus?

1) ______________________
2) ______________________
3) ______________________
4) ______________________
5) ______________________
6) ______________________

If you are UNDECIDED, you have an advisor in the Academic Support Center (McFarland-Phone 898-2339), determined by your last name.

Circle your undeclared advisor’s name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horace Stogner</td>
<td>A - B</td>
</tr>
<tr>
<td>Mark Templeton</td>
<td>C</td>
</tr>
<tr>
<td>Becca Seul</td>
<td>D - F</td>
</tr>
<tr>
<td>Jon Scarlett</td>
<td>G - H</td>
</tr>
<tr>
<td>Luther Buie</td>
<td>I - L</td>
</tr>
<tr>
<td>Shelly Johnson</td>
<td>M - O</td>
</tr>
<tr>
<td>Heather Arrington</td>
<td>P - R</td>
</tr>
<tr>
<td>Gia Jones</td>
<td>S - T</td>
</tr>
<tr>
<td>Tyler Henson</td>
<td>U - Z</td>
</tr>
</tbody>
</table>
If you have already decided on a **major** see the table below for your college advisor.

**Circle your major advisor.**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Office</th>
<th>Phone</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brelinda Johnson</td>
<td>College of Education and Behavioral Science</td>
<td>Jones Hall 117</td>
<td>898-5086</td>
<td>201</td>
</tr>
<tr>
<td>June Adams</td>
<td></td>
<td>Jones Hall LRC 171</td>
<td>898-5153</td>
<td></td>
</tr>
<tr>
<td>Judy Albakry</td>
<td></td>
<td>Todd 221 A</td>
<td>898-5089</td>
<td>243</td>
</tr>
<tr>
<td>Lucy Langworthy</td>
<td>College of Liberal Arts</td>
<td>Todd 221 B</td>
<td>494-7785</td>
<td></td>
</tr>
<tr>
<td>Jennifer Danylo</td>
<td>College of Basic and Applied Science</td>
<td>Jones Hall 119</td>
<td>898-5087</td>
<td>105</td>
</tr>
<tr>
<td>Jennifer Braswell</td>
<td>Pre-Professional</td>
<td>DSB 241</td>
<td>898-5465</td>
<td>118-123</td>
</tr>
<tr>
<td>Sarah Jackson</td>
<td>College of Mass Communication Recording Industry</td>
<td>MCB 238A</td>
<td>898-5945</td>
<td>327</td>
</tr>
<tr>
<td>Hattie Traylor</td>
<td>College of Mass Communication EMC/Journalism</td>
<td>MCB 238B</td>
<td>898-5668</td>
<td>315-325</td>
</tr>
<tr>
<td>Gretchen Leming</td>
<td></td>
<td>BAS N 219</td>
<td>898-2764</td>
<td>173</td>
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<tr>
<td>Amanda Chambers</td>
<td>College of Business</td>
<td></td>
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<tr>
<td>Paula Calahan</td>
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<tr>
<td>Helen Gleason</td>
<td>College of Nursing</td>
<td>CKNB 247 B</td>
<td>494-8791</td>
<td>164</td>
</tr>
<tr>
<td>Laura Clippard</td>
<td>Honors College</td>
<td>Honors room 227</td>
<td>898-5464</td>
<td></td>
</tr>
<tr>
<td>Tammy Bryant</td>
<td>RODP A - C</td>
<td>FAIR 004</td>
<td>898-2121</td>
<td>RODP</td>
</tr>
<tr>
<td>Sonja Burk</td>
<td>RODP D - L</td>
<td>McFarland</td>
<td>898-5200</td>
<td>RODP</td>
</tr>
<tr>
<td>Jumer Patterson</td>
<td>RODP M - Z</td>
<td>West College</td>
<td>904-8398</td>
<td>RODP</td>
</tr>
</tbody>
</table>
2. When is priority registration for Spring 2010? ________________

3. The first day of class for the Spring 2010 semester is ________________.

4. The deadline for fee payment for your Spring 2010 classes is ________________.

5. What happens if your fees are not paid by the fee payment deadline? ____________________________.

6. What is your MTSU email? ________________

7. How often do you check your MTSU e-mail? ________________

*Advisors, Financial Aid, Records, and the Business Office send vital e-mails to your MTSU account. By checking your MTSU e-mail at least once a week you may avoid holds that could stop you from registering for classes.

**General Education**

8. How many hours are required in order to graduate from MTSU? _____

9. What three areas comprise a degree at MTSU?

   1) ____________________________
   2) ____________________________
   3) ____________________________

10. How many hours do I need to be a sophomore? ______

11. How many hours do I need to be a junior? ______

12. How many hours do I need to be a senior? ______

13. What is mtsureview.com? ____________________________

**Navigating RaiderNet**

Step 1: Log onto PipelineMT using your password and username.

Step 2: Click on RaiderNet tab.
How do I locate my advisor?
Step 1: Click on Student
Step 2: Click on Registration
Step 3: Click on Assigned Advisor
Question: Write the name of your advisor including contact information: ___________________________

When should I call and make an appointment with my academic advisor? Your assigned week-ask your UNIV 1010 instructor

How do I View My Major?
Step 1: Click on Student
Step 2: Click on Registration
Step 3: Click on Student Information
Step 4: Select term
Question: What is your major: ___________________________
If your major is incorrect you can change it by completing the following steps below:
Step 1: Click on Change of Major/ Program
Step 2: Complete the form
Step 3: Contact the department to receive a faculty advisor

How do I find my registration date and time on RaiderNet?
Step 1: Click on Student
Step 2: Click on Registration
Step 3: Click on Assigned Registration Time
Question: What day and time are you scheduled to register for the Spring 2010 term? Day:_______________  Time: ________________

How do I look up classes?
Step 1: Click on Student
Step 2: Click on Registration
Step 3: Click on Look Up Classes
Step 3: Under Search by Term- Click on Spring 2010- Hit Submit
- You should see Subject, Course Reference Number, Title, Schedule Type, Credit Range etc.
Step 4: Across from Subject – Using the scroll bar locate the course you wish to search for. For example, let’s use the subject English (MTSU & RODP) to search.

Step 5: Locate Course Number. Across from Course Number type the 4 digit course identification number. For example let’s use 2030. We have now informed the computer to search for English 2030.

Step 6: Scroll to Campus. Across from Campus click on Middle Tennessee Main Campus. Highlight this box if you want to view only courses offered on the campus of MTSU.

Step 7: Scroll to Course Level. Across from Course level click on undergraduate to tell the computer you wish to look for undergraduate courses.

Step 8: Hit Class Search- The next page should display all ENGL 2030 courses. Your first CRN number will be 14481

*CRN number is course reference number*

**How do I register for classes?**
Step 1: To register for this course place your cursor in the box located under select and click the mouse. This should place a check in the box.

Step 2: Scroll to the bottom of the page and locate “Register”. Hit “register” to enroll in this course.

**How do I drop classes?**
Step 1: Click on Student
Step 2: Click on Registration
Step 3: Click on Add or Drop Classes
Step 4: Under the action button locate the scroll bar and change it from “none” to “drop”
Step 5: *(Do Not do this step unless you wish to drop a course at this time)*
Hit Submit Changes

**How do I view holds?**
Step 1: Click on Student
Step 2: Click on Registration
Step 3: Click on View Holds
Question: Do you have any holds at this time? _________
   If yes, what office is the hold with? ____________________________
**How do I get a copy of my grades?**
Step 1: Click on Student
Step 2: Click on Student Records
Step 3: Click on Final Grades
Step 4: Select academic term fall or spring
Step 5: Grades will appear
**Question:** What is your overall gpa? ________________
**Question:** How many hours have you earned overall? ________________

**How do I get an unofficial copy of my transcript?**
Step 1: Click on Student
Step 2: Click on Student Records
Step 3: Click on Transcript
Step 4: Transcript will appear- hit submit
**Question:** How many semesters are recorded on your transcript? ____
**Question:** How many hours are recorded for the semester you are currently enrolled in? ____

**How do I update my contact information?**

Step 3: Click on Personal Information

Check the information for any changes to your address or phone number.

If you need to update your address and phone number click on Update Address and Phone. Scroll down until you see Type of address to insert.

**How do I see how much Financial Aid I received?**
Step 1: Click on Financial Aid
Step 2: Click on Award for Aid Year
Step 3: Click on Award Overview to view how much money you received for fall and spring semesters.
**Question:** List the name of the award (scholarship, grants) you received for the spring and fall terms. __________________________________________________

___________________________________
Lottery Scholarship- http://financialaid.web.mtsu.edu/

1. If you are receiving a Lottery Scholarship and fail a course, will the second grade fully replace the first grade attempt? ________

2. If you register for 12 hours and drops a class after the 14th day, will you remain eligible for the lottery scholarship? ______________________________

3. If you are enrolled in 15 hours and only pass 12 hours, will the other three hours be included in determining the Lottery eligibility? __________________________

4. What are earned hours? ______________________________________________

5. What are attempted hours? ____________________________________________

6. Will the Hope Scholarship cover summer school? If so how?  
   _________________________________________________________________

7. If you take summer classes will these grades be applied to the Lottery GPA?  
   __________________________

8. How long will you continue to receive the lottery scholarship?  
   _________________________________________________________________

9. In order to receive the lottery how many hours must you be enrolled in for each semester? ______________________________

10. Pertaining to the lottery scholarship, what option do you have if you fail or have a poor grade for one course?  
    _________________________________________________________________

11. List the check points for the lottery scholarship (hint-there are 5)  
    _________________________________________________________________
    _________________________________________________________________
    _________________________________________________________________
    _________________________________________________________________
    _________________________________________________________________
## Financial Aid Counselors

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbie Snapp</td>
<td>A – B</td>
<td><a href="mailto:rsnapp@mtsu.edu">rsnapp@mtsu.edu</a></td>
</tr>
<tr>
<td>LeAnne Eaton</td>
<td>C</td>
<td><a href="mailto:leaton@mtsu.edu">leaton@mtsu.edu</a></td>
</tr>
<tr>
<td>Tammy Anthony</td>
<td>D, E, K, P</td>
<td><a href="mailto:tanthony@mtsu.edu">tanthony@mtsu.edu</a></td>
</tr>
<tr>
<td>David Hutton</td>
<td>F</td>
<td><a href="mailto:dlhutton@mtsu.edu">dlhutton@mtsu.edu</a></td>
</tr>
<tr>
<td>Celia Bradley</td>
<td>G, H, I</td>
<td><a href="mailto:cbradley@mtsu.edu">cbradley@mtsu.edu</a></td>
</tr>
<tr>
<td>Suzanne Beller</td>
<td>J</td>
<td><a href="mailto:sbeller@mtsu.edu">sbeller@mtsu.edu</a></td>
</tr>
<tr>
<td>Bill Riggs</td>
<td>L, M</td>
<td><a href="mailto:briggs@mtsu.edu">briggs@mtsu.edu</a></td>
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<tr>
<td>Melanie Collins</td>
<td>N, O</td>
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<tr>
<td>Bonnie McCarty</td>
<td>Q, R</td>
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</tr>
<tr>
<td>David Chambers</td>
<td>S</td>
<td><a href="mailto:dchambers@mtsu.edu">dchambers@mtsu.edu</a></td>
</tr>
<tr>
<td>Judith Fogus</td>
<td>T – Z</td>
<td><a href="mailto:jfogus@mtsu.edu">jfogus@mtsu.edu</a></td>
</tr>
</tbody>
</table>