

# THE ADVISING PROCESS

## STEPS FOR ADVISING

1. Declare a major. Meet with your academic advisor in order to change your major.
2. You will receive a "Welcome to SLPA" email from the Executive Aide (615-898-2661) for this area, informing you of your academic and faculty advisor and how to get in touch with them.
3. **Freshmen** meet with your academic advisor during the fall semester advising period. In the spring, you will meet with a faculty advisor and receive an Academic Map which is a breakdown of classes and the semesters they are to be taken.
4. **Sophomore, Juniors, and Seniors** meet with your faculty advisor in the fall semester during the advising period to plan for the next spring, summer, and fall semesters. If needed, you may also meet with your faculty advisor during the spring advising period. **(Even if you're a senior, meet with your faculty advisor!)**
5. Bring your advising folder, current degree audit from Pipeline along with other documents requested by your advisor to advising meetings.
6. **Do not skip class to meet with your advisor.**
7. Register for the advisor-recommended classes on Pipeline. **DO NOT TAKE CLASSES OUT OF ORDER – FOLLOW YOUR ACADEMIC MAP!**
8. **IMPORTANT: If you receive financial or scholarship assistance, you MUST meet with your academic advisor before retaking courses and/or needing to change your Academic Map.**  
**Also, meet with your academic advisor as needed or requested by them.**
9. As soon as you decide on a minor, have your minor advisor sign the upper division form.
10. Three semesters before graduation turn in your upper division form and intent to graduate form. This is to be turned in to ACB 140. The list of deadlines for each semester can be found on the web at [www.mtsu.edu/regISTRATION/regISTRATION-guide.php](http://www.mtsu.edu/regISTRATION/regISTRATION-guide.php). Click on "Registration Guide Document." The intent to graduate form can be found at <https://mtsu.edu/one-stop/docs/intentform.pdf>.

## POD (PERMISSION OF DEPARTMENT)

1. Some of the reasons a POD may be necessary for you to register for a class are if prerequisites are needed or there is a college or program restriction on registration. **If a class is full, you should sign up for the waitlist.**
2. **Ask the professor teaching the CDIS class for the POD.** If approved, the Executive Aide will enter it and then send you an email to let you know that this has been done. (Note: The Executive Aide WILL NOT enter a POD on your request. The request MUST come from the professor.)
3. If we are entering a "POD" for you to register for a class you will not see a reference to this online. You cannot register the usual way for a class with a POD. You must go to Pipeline, Student, Registration, Add or Drop Classes, Select Term, and then enter CRN.
4. Speech-Language Pathology and Audiology faculty or staff cannot request a POD for another department. If you require a POD outside the major, contact the department that offers the course.