

# TIPS FOR ADVISEES

- **ACADEMIC ADVISING IS IMPORTANT!**

- See "The Advising Process" form for detailed info on the advising process, as well as an explanation of PODs (Permission of Department) and how they work.
- Stay in touch. Meet with your advisor EVERY semester! This includes graduating seniors. However, DO NOT SKIP CLASS to meet with your advisor!
- If you receive financial or scholarship assistance, you MUST meet with your Academic Advisor before retaking courses and changing your Academic Map.
- Do you have an advising folder? Bring it with you to all of your advising appointments with a current degree audit from Pipeline.
- Know your own course of study: Are you on the regular course of study (yellow), accelerated track, (pink) or extended track (green)?
- Have you changed/declared a major? Minor? To do so, you will need to meet with your academic advisor.
- As soon as you decide on a minor, have your minor advisor sign the upper division form.
- Turn in your upper division form and intent to graduate form three semesters before graduation. The list of deadlines for each semester can be found on the web at <http://www.mtsu.edu/registration/registration-guide.php>. The intent to graduate form can be found at [www.mtsu.edu/records/docs/intentform.pdf](http://www.mtsu.edu/records/docs/intentform.pdf).

- **KNOW YOUR REQUIREMENTS TO MAKE PROGRESS IN THE MAJOR:**

- The GPA requirement for clinical methods is 2.8 (see catalog statement).
- If your GPA falls below 2.8, you cannot continue on the accelerated track.

- **BE INVOLVED!!!**

- Join NSSLHA!! "Like" us on Facebook – "MTSU Speech-Language Pathology & Audiology/NSSLHA." Follow us on Instagram at mtsu-nsslha and Twitter - @MTSU\_NSSLHA.
- Join the MTSU Student Academy of Audiology! Look for them on Facebook – "MTSU Audiology Club." Follow us on Instagram at mtsuaudiologyclub.
- Check the bulletin boards and your e-mail frequently for important information.

- **PLAN FOR THE FUTURE:**

- Set your goals high. Grad schools are looking for students with a GPA of 3.5 or better and a competitive GRE score.
- Contact the Career and Employment Center (898-2500) for assistance with résumés, cover letters, grad school applications, and job-seeking issues.
- Take several practice GRE tests. Take the GRE the Summer/Fall of your senior year (you can only take it once a month).

- Contact graduate schools for information and to arrange visits in the Summer/Fall of your senior year.
- Request recommendation letters for grad schools by November 1<sup>st</sup>. Do not forget to write thank you notes to the instructors writing your recommendation letters.
- **BEGIN NOW DEVELOPING YOUR PROFESSIONAL ATTITUDE/DEMEANOR/CONDUCT!**
  - Plan ahead: Arrive on time to class and all appointments.
  - Turn in all work by the assigned deadlines.
  - Accept constructive feedback gracefully. Provide constructive feedback to faculty and students in a respectful manner.
  - Please do not enter a classroom while a student is presenting. Wait for a break, or until that student is finished.
  - Respectfully attend to the classroom activity that is underway in all your classes; refrain from reading or studying other subjects during faculty and student presentations.
  - Please respect your professors and fellow students; save “visiting” for after class.
  - Do not pack up your books until the instructor signals the class is over.
  - Guidelines for cell phones:
    - Cell phones should be put away and sounds turned off during class time. Text messaging during class is unacceptable.
    - Under no circumstances should students use their cell phones during clinic.
  - Adopt a professional style for emails. Include your full name and M#. When inquiring about a course include the course name and CRN so that your faculty knows exactly to which course you are referring.
  - When leaving a phone message please enunciate your name and number clearly and repeat both at the end of your message. Don’t mumble please.
  - Introduce yourself to faculty when meeting with them before or after class at the beginning of the semester before they’ve had a chance to become familiar with everyone.