

# Registration Procedures

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**Scheduling Center**  
James Union Building 123

**Detailed procedures for registration are given each semester in the class schedule book which may be accessed online at [www.mtsu.edu/~records/sbooks.htm](http://www.mtsu.edu/~records/sbooks.htm). Classes are selected via the Internet on the WebMT system at [www.mtsu.edu](http://www.mtsu.edu).**

To avoid delay, the following must be observed prior to registration:

1. To be accepted to the University, all students, including reenrollees and part-time students, must complete an admission application by the published deadline and submit proper credentials. The current class schedule book should be consulted for specific details. Participants in the MTSU/TSU consortium should confer with admissions personnel before registering for classes at MTSU. **The University reserves the right to stop accepting applications and to terminate registration at any point to ensure enrollment limitations according to guidelines set forth by the institution and/or Tennessee Board of Regents.**
2. MTSU conducts Priority Registration (preselection of classes) for current, reenrolling, new graduate students, or new undergraduates with a previous degree. Assigned registration times are accessible via WebMT at [www.mtsu.edu](http://www.mtsu.edu).  
A student is not officially enrolled until completion of all of the requirements of registration including the payment of fees or confirmation of attendance. The current class schedule book for each semester has information on fee payment, late registration, and dropping and adding classes, as does the Web site [www.mtsu.edu/~records](http://www.mtsu.edu/~records).
3. **It is strongly recommended that each student confer with an academic advisor to obtain an approved list of classes on a Course Selection Worksheet to be used when classes are selected via WebMT. All new undergraduate students (freshmen and transfer) are required to attend CUSTOMS (the new student orientation program) or to complete the advising process before a registration time is assigned.**
4. Former students must settle all prior accounts in the Business Office and Walker Library before readmission. All students must resolve any registration holds before being eligible for registration. WebMT may be accessed for a list of holds, if any, by each student.

The following must be observed during the registration period:

1. All students who were placed based on ACT or SAT subscores or who took an assessment test and were placed into courses in the Developmental Studies Program must enroll in and complete the designated courses in sequence. Failure to enroll in the designated courses

will result in the student's immediate withdrawal from the University. All full-time, degree-seeking students should be enrolled in the appropriate General Education English course **and** either six hours in General Education **or** three hours in General Education **and** three hours in their majors until they have satisfied the University's General Education requirements. Upper-division students should have on file and follow a plan for major and minors.

2. The current class schedule book should be consulted for fee payment procedures and payment deadlines.
3. Everyone who does not have an ID card will be required to have an identification (ID) picture made. All students must have an ID card which is automatically validated each semester upon payment of fees, and ID cards are to be used for the complete period of time a student attends MTSU. All students must register their automobiles for the current academic year.
4. All male U.S. citizens and male noncitizens who take up residency in the United States of America before their 26th birthdays must register with Selective Service prior to registering for classes at MTSU. This requirement does not apply to veterans and others exempt by federal law.
5. Effective July 1, 1998, the State of Tennessee requires students to provide proof of two (2) doses of measles, mumps, and rubella (MMR) vaccine on or after the first birthday, or proof of immunity to measles if date of birth is 1957 or after. **Registration for classes will not be allowed until an acceptable form is on file in the Student Health Services Office.**
6. The State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B and meningococcal meningitis to all students entering the institution for the first time. New students must acknowledge that they have read this information before they can register for classes. This information and acknowledgment statement are automatically displayed when new students register for classes on PipelineMT. If the student is under age 18, a parent or legal guardian is required to sign the form that is linked to the page and return it to Health Services before registration will be allowed.

## Determination of Residence for Fee-paying Purposes

The Admissions Office makes decisions concerning residence classifications for undergraduate students with the exception of international students. International Programs and Services handles residency questions for international students. Regulations concerning residency are printed on the back of the Application for Tennessee Residency Form that may be obtained from the Admissions Office, Cope Administration Building 210. Students who disagree with a residency decision may appeal to the Student Appeals Committee. Additional information is on page 29.