

Welcome to the Athletic Academics Program at TTU!

This handbook is meant to be a resource for you to use during SOAR and throughout your time as a TTU student-athlete!

Helpful Tips for Academic Success :

- Attend every class when you are not traveling with your team.
- Carefully review each syllabus on the day that you receive it to locate contact info, test dates, submission guidelines, etc.
- Check iLearn daily and read all information posted, including syllabi and supplemental class notes. Look at the “buttons” for content, quizzes, drop box, etc. Constantly be on the lookout for added info.
- Check your TTU email daily.
- See your primary advisor *and* your athletic advisors when you need help.
- Communicate frequently with your instructors, especially if you are being challenged academically.
- Study *every day* for your classes.
- Form study groups.
- Visit your professors and graduate assistants during their office hours.
- Ask a member of the Athletic Academic Advising staff for tutoring assistance when you begin to feel you are getting behind in a course. Earlier is better.
- Visit the Tutoring Labs often.

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Athletic Advising Staff

Leveda Dexter: Assistant Athletic Director for Academics and Student Welfare and Athletic Advisor

Academic Wellness Center - AWC
Box 5135
(931) 372-6236
ldexter@tntech.edu

Ms. Leveda is available to provide student-athletes with assistance in a variety of areas including:

- Discuss recommendations from primary advisors
- Help generate and adjust course schedules
- Apply for NCAA waivers and develop academic recovery plans
- Determine projected eligibility in new majors
- Inform faculty of absences due to team travel, medical appointments, and personal emergencies
- Serve as a liaison to the Accessible Education Center
- Assist with changing majors
- Monitor academic eligibility
- Discuss dropping courses
- Initiate course substitution forms
- Listen to academic concerns and provide referrals to University resources
- Coordinate Scholar-Athlete of the Game program
- Ordering textbooks for students receiving athletic aid
- Acquiring additional course materials
- Sizing and ordering Letter Winner Jackets (see your coach first to determine if you are a letter winner)
- Laptop checkout

Virginia Moore Lewis: Athletic Academic Coordinator

AWC

Box 5135

P (931) 372-6248

vlewis@tntech.edu

Ms. Virginia's primary purpose on the Athletics staff is to provide student-athletes with assistance in course work. Some of the areas she can help with:

- Provide overall academic support
- Provide writing support
- Provide strategies for improving reading comprehension
- Provide research assistance: guide students to best methods to generate information for study or writing requirements
- Make recommendations to enhance study skills
- Assist students in understanding their strengths and help in developing strategies to overcome academic weaknesses
- Monitor and discuss issues of concern regarding academic progress
- Recommend opportunities for personal growth and academic development
- Provide student-athletes with information about career preparation, such as resume and cover letter writing; study skills; note taking; and time management
- Provide student-athletes with information about educational and career paths related to their majors

Samantha Bates: Athletic Academic Advisor and Tutor Coordinator

AWC

Box 5135

P (931) 372-3153

slovelady@tntech.edu

Samantha is the primary advisor for Baseball, Soccer, Softball, Men's Cross-Country, Women's Track and Cross-Country. She is available to:

- Supplement recommendations from primary advisors
- Help generate and adjust course schedules
- Determine projected eligibility in new majors
- Assist with changing majors
- Monitor academic eligibility
- Coordinate tutoring for student-athletes
- Administer GradesFirst for Athletics
- Discuss dropping courses
- Listen to academic concerns and provide referrals to University resources

- Provide student-athletes with information about career preparation, such as resume and cover letter writing; study skills; note taking; and time management
- Provide student-athletes with information about educational and career paths related to their majors

Kara Phillips: Athletic Academic Advisor

AWC

Box 5135

P (931) 372-3912

karaphillips@tntech.edu

Kara is the primary advisor for Football and Volleyball. She is available to:

- Supplement recommendations from primary advisors
- Help generate and adjust course schedules
- Determine projected eligibility in new majors
- Assist with changing majors
- Monitor academic eligibility
- Discuss dropping courses
- Listen to academic concerns and provide referrals to University resources
- Provide student-athletes with information about career preparation, such as resume and cover letter writing; study skills; note taking; and time management
- Provide student-athletes with information about educational and career paths related to their majors

41 – Hour General Education Core

Communication – 9 hours

6 hours in English composition

ENGL 1010	Writing I	3
ENGL 1020	Writing II	3

3 hours in English oral presentation communications

COMM 2025	Fundamentals of Communication	3
PC 2500	Communicating in the Professions	3

History – 6 hours *(Not required for domestic engineering students)*

6 hours in American History

HIST 2010	Early United States History	
HIST 2020	Modern United States History	

Mathematics – 3 hours

MATH 1010	Math for General Studies	3
MATH 1130	College Algebra	3
MATH 1420	Geometry Concepts for Teachers	3
MATH 1530	Introductory Statistics	3
MATH 1630	Finite Mathematics	3
MATH 1710	Pre-Calculus Algebra	3
MATH 1720	Pre-Calculus Trigonometry	3
MATH 1730	Pre-Calculus Math	5
MATH 1830	Applied Calculus	3
MATH 1910	Calculus I	4

Humanities and/or Fine Arts – 9 hours

At least one literature course, selected from those marked with an asterisk (*) must be included in the 9 hours

ART 1035	Introduction to Art	3
*ENGL 2130	Topics in American Literature	3
*ENGL 2235	Topics in British Literature	3
*ENGL 2330	Topics in World Literature	3
FREN 2510	French Culture and Civilization	3
FLST 2520 (3520)	The Cultures and People of North Africa	3
GERM 2520	German Culture and Civilization	3
HIST 1310	Science and World Cultures	3
HIST 2210	Early Western Civilization	3
HIST 2220	Modern Western Civilization	3
HIST 2310	Early World History	3
HIST 2320	Modern World History	3
MUS 1030	Music Appreciation	3
PHIL 1030	Introduction to Philosophy	3

RELS 2010	Introduction to Religious Studies	3
SPAN 2510	Spanish Culture and Civilizations	3
SPAN 2550	Latin American Culture and Civilization	3
THEA 1030	Introduction to Theater	3

Social/Behavioral Sciences – 6 hours

AGBE 2010	World Food and Society	3
ANTH 1100	Introduction to Anthropology	3
ECON 2010	Principles of Microeconomics	3
ECON 2020	Principles of Macroeconomics	3
ESS 1100	Introduction to Environmental Studies	
EXPW 2015	Concepts of Health/Wellness	3
GEOG 1012	Cultural Geography	3
GEOG 1130	Geography of Natural Hazards	3
POLS 1030	American Government	3
PSY 1030	Introduction to Psychology	3
SOC 1010	Introduction to Sociology	3
WGS 2010	Introduction to Women and Gender Studies	3

Natural Sciences – 8 hours

ASTR 1010	Introduction to Modern Astronomy	4
ASTR 1020	Introduction to Modern Astronomy	4
BIOL 1010	Introduction to Biology	4
BIOL 1020	Diversity of Life	4
BIOL 1080	Concepts of Biology	3
BIOL 1113	General Biology I	4
BIOL 1123	General Biology II	4
BIOL 2110	General Botany	4
BIOL 1310	Concepts of Biology and the Environment	3
BIOL 2010	Human Anatomy and Physiology I	4
BIOL 2020	Human Anatomy and Physiology II	4
CHEM 1010	Introduction Chemistry I	4
CHEM 1020	Introduction Chemistry II	4
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
CHEM 1310	Concepts of Chemistry	3
GEOG 2100	Introduction to Meteorology	4
GEOL 1040	Physical Geology	4
GEOL 1045	Earth Environment, Resources, and Society	4
GEOL 1070	Concepts of Geology	3
PHYS 1310	Concepts of Physics	3
PHYS 2010	Algebra-based Physics I	4
PHYS 2020	Algebra-based Physics II	4
PHYS 2110	Calculus-based Physics I	4
PHYS 2120	Calculus-based Physics II	4

TIMELINE

For Student-Athletes

Department of Athletics Academic Philosophy: “Take 15; Pass 15.” All undergraduate student-athletes are most strongly encouraged to register for 15 credit hours (countable in their respective majors) each semester. This is required of student-athletes receiving athletic scholarships. Permission to take fewer than 14 hours must be granted by Ms. Leveda and Assistant Director of Athletics for Compliance, Mandy Thatcher.

There are 3 essential areas that student-athletes must address to maintain eligibility.

- 1. Progress-Toward-Degree (PTD)**
- 2. 6 –(9-) Hour Rule**
- 3. Academic Excellence**

To maintain eligibility in athletics, one should consult the following timeline during each stage of their undergraduate career:

FRESHMAN YEAR:

➤ PTD and 6- Hour Rule

- ✓ Earn at least a 1.8 Cumulative GPA for the academic year
- ✓ Pass 6 hours each semester *that count in your major*
- ✓ Football Only: Pass 9 hours each fall semester *that count in your major*
- ✓ Pass 18 hours for the academic year *that count in your major*
- ✓ Earn a minimum of 24 credit hours (can use summer school hours to meet 24)
- ✓ Remember that a C or better is required to pass English 1010 & 1020
- ✓ Begin thinking about majors that would lead to a Bachelor’s degree
- ✓ Submit an option form for majors which require an option or concentration area

➤ Academic Excellence

- ✓ Establish a good study hall routine and establish good study habits. Academics comes first!
- ✓ Interact with your primary and athletic advisors
- ✓ Get to know your professors. Sit in the front of class, ask questions, and go to office hours. This will help with strong recommendation letters later
- ✓ Get advised for your upcoming semester’s classes in a timely manner
- ✓ READ! Extensive reading will help develop your vocabulary, speed, and comprehension
- ✓ Visit the Accessible Education Center if you have an IEP or 504 Plan from high school
- ✓ See Ms. Leveda or a counselor in the Accessible Education Center if you feel like you have a learning disability

SOPHOMORE YEAR:

➤ PTD and 6- Hour Rule

- ✓ Earn at least a 1.9 Cumulative GPA for the academic year
- ✓ Earn at least 40% of your degree (48 hours in a 120-credit degree) (52 hours in Engineering)
- ✓ Pass 6 hours each semester *that count in your major*
- ✓ Football Only: Pass 9 hours each fall semester *that count in your major*
- ✓ Pass 18 hours for the academic year *that count in your major*
- ✓ Declare a major that would lead to a Bachelor's degree by the end of the academic year
- ✓ Submit an option form for majors that require an option, concentration area, or area of emphasis

➤ Academic Excellence

- ✓ Work on study habits and time-management skills that will allow your grades to improve even as courses get more challenging
- ✓ Continue building professional relationships with your faculty for future recommendations
- ✓ Begin to put together a resume if you don't have one already. The Center for Career Development or Ms. Virginia can be a great resource for resume writing
- ✓ Continue to read! This will help you prepare for exams

Junior Year

➤ PTD and 6- Hour Rule

- ✓ Earn at least a 2.0 Cumulative GPA for the year
- ✓ Earn at least 60% of your degree (72 hours in a 120- hour degree) (77 hours in Engineering)
- ✓ Pass 6 hours each semester *that count in your major*
- ✓ Football Only: Pass 9 hours each fall semester *that count in your major*
- ✓ Pass 18 hours for the academic year *that count in your major*

➤ Academic Excellence

- ✓ Continue to excel in your academic coursework
- ✓ Continue to utilize tutoring centers

Senior Year

➤ PTD and 6- Hour Rule

- ✓ Earn at least a 2.0 Cumulative GPA for the year
- ✓ Earn at least 80% of your degree (96 hours in a 120- hour degree) (103 hours in Engineering)
- ✓ Pass 6 hours each semester *that count in your major*
- ✓ Football Only: Pass 9 hours each fall semester *that count in your major*
- ✓ Pass 18 hours for the academic year *that count in your major*

➤ Academic Excellence

- ✓ Apply for graduation two semesters before you plan to graduate (September 1 for spring graduation, December 1 for summer graduation and May 1 for December graduation)
- ✓ Fine tune your interview skills
- ✓ Submit professional or graduate school applications
- ✓ Graduate!

Fifth Year

➤ Eligibility

- ✓ Complete all requirements for degree
- ✓ Earn at least a 2.0 cumulative GPA
- ✓ Graduate!

Note: The eligibility timelines are set up for a 5- year graduation plan. Summer school will be available on an as-needed basis for student-athletes receiving athletic aid and who require summer courses to meet eligibility benchmarks and certain graduation targets.

ADVISEMENT

Every student at TTU has an advisor in his or her major. This advisor is the only person on campus who can issue you your registration codes (Alternate PIN), and you must meet with him or her before an Athletics staff member can help you with your schedule. **You must see an Athletic Academic Advisor before you change your major.**

1. Each student should schedule a meeting with his or her primary advisor prior to course registration. Each department schedules these meetings a little differently –some advisors request online sign-up on platforms like TechConnect, some ask that you sign for a time on a sheet posted on their office door, and others prefer email sign-up. Become familiar with the process your academic department uses and schedule your advisement session as early as possible each semester.
2. Meet with your major/primary advisor during the early advisement period and ensure you and your advisor are aware of your practice times and team travel limitations for the upcoming semester. Acquire an Alternate PIN from your departmental academic advisor prior to Registration Week.
3. Check your Eagle Online account often to determine if any holds exist on your account. Address any holds aside from your athletic holds by paying any fees **before your Early Registration date or Confirmation deadline**. If you have any registration holds left on your account, you will not be able to register for courses.
4. Prepare for your advisement session by reviewing your program of study. Be aware of which classes you have already taken and review which courses are remaining in your program. Be prepared to ask questions and take notes.

As you meet with your primary advisor, remember to avoid selecting courses that meet during your varsity sport practice times. After meeting with your primary advisor, please come by the Athletic Advising Office to review your schedule with an athletic advisor and to review the course professors and course times. The time that you spend in early discussion with your academic advisor can result in significant dividends in later academic success.

WHO IS MY ADVISOR?

You can determine who your primary advisor is by logging into your Eagle Online account. After logging in, click “Student.” Select “Registration” and click on “View Registration Times, Advisor, Campus Box, Confirmation Information.” Select the term for which you are registered, and then you will be able to view your advisor’s name along with your campus box number, and other pertinent registration status information.

HOW DO I CONTACT MY ADVISOR?

Each college at TTU has a Student Success Center with advisors on staff. The list of Student Success Centers can be found here: www.tntech.edu/ssc .

TECH CONNECT

Current students will use **TechConnect** to schedule an appointment with their academic advisor unless otherwise instructed by the academic department or their academic advisor.

To schedule an advisement appointment within TechConnect, select TechConnect from inside the Tech Express portal.

- Log in using your campus domain username (first half of your email address before the “@” sign) and password.
- Click “**Make an Appointment**” (right of your Student Home screen)
- Choose the appropriate options regarding the type of appointment you would like to schedule.
 - For Advising, ensure you select the type of advisor your college has assigned to you (e.g. Faculty Advisor or a Professional Advisor within your college’s Student Success Center).
- Click “**Next**”
- After selecting a date and time, you will see a summary of your appointment request along with any additional details regarding your appointment.
 - You may also leave a comment for the staff or representative regarding your appointment. This allows you to expand on why you would like to meet and allows the staff/team member to prepare for any questions or concerns you may have.
- Click “**Confirm Appointment.**” You will then receive an appointment confirmation.

You can always see any of your TechConnect scheduled appointments by clicking on the “**Calendar**” icon or when you're on your Student Home screen under the “Upcoming Appointments” section.

WHAT IS THE DIFFERENCE BETWEEN MY PIN NUMBER AND MY ALT PIN NUMBER?

- Your PIN (personal identification number) is a password that you have created and use to log into Eagle Online.
- Your Alternate PIN (ALT PIN) is a six-digit number that allows you to register for your classes and make changes to your class schedule. You will be assigned a new ALT PIN each semester after meeting with your advisor.
- Your ALT PIN and your PIN *ARE NOT* the same number and will *ONLY* work for the purposes explained above.

HOW DO I GET MY ALTERNATE PIN?

- In order to obtain an Alternate PIN, all students are required to meet in person with their academic advisor at least once each fall and spring semester. This process is to ensure that students are on-track within their programs of study and that teacher licensure candidates are completing their benchmarks within the Teacher Education Program.

WHAT IF I WANT TO CHANGE MY SCHEDULE AND I LOSE MY ALTERNATE PIN?

- Once you use your alternate PIN to register for a semester, Eagle Online will store your alternate PIN for the rest of that semester. Summer and Fall semesters use the same alternate PIN. If you need to retrieve your alternate PIN:
 - Log in to Eagle Online
 - Select “Students,” then “Registration,” and set the term for the semester for which you need your Alternate PIN.
 - Select “View Registration Times, Advisor, Campus Box, Confirmation Information.”
 - Your Alternate PIN should be displayed.
- You will only be able to retrieve your Alternate PIN through Eagle Online *after* you have already entered it at least one time.

WHAT ARE THE DIFFERENCES IN CLASS COURSE SECTIONS?

- Section suffixes with digits less than 100: Any section listed with a three-digit suffix less than 100 (001, 002, 003, etc.) is an on-campus lecture class.
- Sections in the 100s: Any section listed in the 100s (101, 102, 103, etc.) is a laboratory section and must be taken with a lecture section. You must register for a lecture and lab concurrently.
- Sections in the 500s: Any section listed in the 500s (501, 502, 503, etc.) is a TTU online course taught by TTU faculty. These courses are taught 100% online through iLearn and require that students check iLearn the first day of class for information regarding how to meet the course requirements. There will be no on-campus class meetings. These courses require additional fees in order to enroll. ***The Department of Athletics will not pay for these courses unless specifically approved by a committee appointed by the Director of Athletics.***
- Sections in the 600s: These sections are for Cookeville High School students enrolled in dual enrollment only.
- Sections in the 800s: These sections are for students participating in the Honors Program only.
- Sections with R50: These are Regents Online/TN eCampus courses; these courses are taught 100% online with no on-campus contacts or class meeting. These courses require additional fees in order to enroll. ***The Department of Athletics will not pay for these courses unless specifically approved a committee appointed by the Director of Athletics.***

IS ADVISEMENT DIFFERENT FOR STUDENT-ATHLETES?

Yes and no.

1. Like all students, student-athletes must schedule meetings with their primary advisors first for course recommendations.
2. After meeting with a primary advisor, a student-athlete should visit an athletic advisor for help with building a schedule that offers maximum flexibility for varsity practice and travel.
3. At this point the student-athlete should return to the primary advisor for approval of this schedule and receive an Alternate PIN.
4. Student-athletes should then check their student accounts to identify and remove holds that would prevent registration (e.g. balance of \$200 or greater, immunizations, etc.).
5. Student-athletes should register on their scheduled day and at the scheduled time. If a conflict presents itself (such as a course, athletic travel, or practice), the student-athlete should visit an athletic advisor the week before to determine a solution.
6. Only student-athletes and managers receiving Department of Athletics Book Scholarships may receive books from the Athletic Advising Office.

Registration

TAKE 15; PASS 15

SAs receiving athletic aid are required to register for 15 credit hours each semester. You must receive the permission of the Assistant Director of Athletics for Academics, and a committee appointed by the Director of Athletics, if you plan to carry fewer than 14 credit hours.

Undergraduates must be continuously registered for 12 credit hours by the end of the first week of the semester in order to participate in TTU intercollegiate athletic programs. Most of TTU's degree programs require 120 credit hours. Some programs will require more than 120 credit hours. Freshmen who take 15 and pass 15 hours each semester will be on track for graduation in 4 years in a 120 credit hour program.

Eagle Online

To register and make any changes to your schedule, you will need to log into Eagle Online.

- Select Eagle Online from inside the Tech Express portal.
- Click, "*Enter Eagle Online*"
- If this is the first time entering the system, your PIN is set to your birthday. For example: January 15, 1970 would be 011570. Once you enter your birthday, the system will prompt you to set a new PIN. It can be numerical, alphabetical, or a combination of the two. It CANNOT be any part of your SSN or your birthday. Make sure that you record this number for your personal records.
- If you forget your PIN or you get locked out of your Eagle Online account, call 931-372-3975 to have your PIN reset. Your T-number will be required.
- If you click on a class's CRN (Course Registration or Call Number), it will give you detailed information about that course including any course registration restrictions or prerequisites.

How Do I Confirm Enrollment?

1. Log into Eagle Online.
2. Click "*Student*"
3. Click "*Student Account*"
4. Click "*Account Detail for Term*"
5. Select a term
6. Click "*Yes, I will attend.*"
7. If your account balance has already been paid, the system will give you a 6 character confirmation number. Keep this number for future reference.
8. If you still have a remaining balance, you will be directed to ePay, our third party site. Instructions on making payments and enrolling in the deferred payment plan are at <https://www.tntech.edu/bursar/payments/>

9. If you do not receive a confirmation number at this point, you will not be confirmed until you either pay your balance in full or enroll in the deferred payment plan.
10. If you receive athletic aid, and it has not yet been applied, direct questions to Amanda Thatcher, Athletics Director of Compliance: amiller@tntech.edu 931-372-3949
11. **The DEADLINE for confirmation can be found on the TTU calendar:**
<https://www.tntech.edu/calendar> There is a \$100 Late Registration Fee for those students who register for classes late or confirm their schedule late.

Adding, Dropping, and Repeating Courses

All schedule changes must be approved by an athletic advisor. Before completing a drop form, you must fill out an official request to drop a course form (example included on the following page) available in the Athletic Advising office. Include as many details about your situation as possible on the form. A committee of senior athletic staff members will review your request, then issue or deny permission via campus email. Factors that support approval include dedicated efforts to succeed in the course (i.e. regular attendance, periodic consultation with your professor, use of tutoring resources, meeting deadlines). **Should permission to withdraw be denied by the committee, a student-athlete may be given permission to withdraw if the student-athlete or head coach agrees to reimburse Athletics for the cost of that course.**

If you are granted permission to drop a course, the Assistant Director of Athletics for Academics (ADAA), your coach, and your departmental advisor must sign your drop approval form before you may drop a course after the first week of classes. You must get your coach's approval first.

You may not repeat a class that you previously passed without consulting the ADAA. Similarly, you may not register for courses that do not count in your program of study and expect Athletics to pay for those courses without consulting the ADAA and receiving approval of the committee appointed by the Director of Athletics.

If a student withdraws from a course, the course will be included on their transcript with a 'W.' This 'W' indicates to transcript reviewers that the student attempted the course but eventually withdrew prior to completing the course for a letter grade. W's do not count towards a student's GPA. Dropping a course with a 'W' will change your current hours, however, which could affect your eligibility.

For students receiving the Tennessee HOPE scholarship, please be aware that all attempted hours (even those from a dropped course) will count against the maximum number of hours for HOPE scholarship eligibility. See the HOPE Scholarship Coordinator in the Office of Financial Aid for questions.

From the TTU Course Catalogue:

Change of Schedule. A student may add a course via [Eagle Online](#) until the seventh calendar day of the semester. To add a course after the 7th calendar day, the student may select the [Electronic Add/Drop Form Request](#) link in [Eagle Online](#) to add a course. More information can be found on the [Registration webpage](#).

Dropping a Course. A student may drop a full-term course, except required English Composition or First Year Connections courses, without receiving a grade during the first 14 calendar days of any term that is longer than seven weeks. For terms shorter than seven weeks, the first seven days will be utilized. A student may drop a course with the grade of “W”, beginning the 15th day of the semester through the 11th week for Fall and Spring semesters. The last day to drop with a “W” for Summer semester will be the 47th day (full term) or the 23rd day (1st and 2nd terms). All students must have advisor approval on the [Electronic Add/Drop Request form](#) in [Eagle Online](#) for the request to be processed. In addition, all students dropping any chemistry course with a lab will need to obtain the chemistry chair’s approval on said electronic form. (See the online [calendar’s academic schedule](#) for “Last day to drop with grade of W.”) In addition to advisor’s approval, athletes must also get approval from their athletic advisor, to drop or add any course after the 14th day of class. International students dropping any course must also get approval from the Office of International Education. All approvals are coordinated online without any action from the student, aside from submitting the [Electronic Add/Drop Form Request](#).

*After the last day to drop with a “W” grade, a student may drop a course(s) only after having established the existence of **extenuating, unavoidable circumstances**.*

A student can withdraw from the university (withdraw from “ALL” courses) until the last day of classes and receive “W” grades by submitting the Request for University Withdrawal link in Eagle Online.

A student who is officially registered in a course and who fails to attend a class will receive a grade of “NF.” A grade of “NF” is treated the same as an “F” when calculating gpa. One who discontinues attendance without official withdrawal will receive a grade of “F” in the course.

A course is not officially removed from a student’s schedule until an [Electronic Add/Drop Form Request](#) is completed via [Eagle Online](#), all approvals are made on the electronic request, and processed by the Registrar’s Office.

TTU Athletics – Request to Withdraw from a Class

Name: _____ T#: _____ Sport: _____

Major: _____ Projected graduation date: _____

Years of eligibility used: _____ Years of eligibility remaining: _____

Athletic scholarship student-athlete: Yes No Current semester credit-hours: _____

Course from which you are desiring to withdraw: _____

Does this course count toward graduation in your major? Yes No

Is this course a prerequisite for a course in your major? Yes No

Have you previously withdrawn from this course? Yes No Other courses? Yes
No

Explain why you want to withdraw from this course? (Be specific. Use back of form, if necessary.)

How many times have you visited your professor to discuss your academic status?

Have you utilized University, Departmental, or Athletics tutoring for this course? (Provide tutor names and dates of tutoring. Use back of form, if necessary.)

Have you been attending this class regularly? Yes No Number of missed classes? _____

Have you met all assignment deadlines? Yes No

Do you still have an opportunity to pass this class? Yes No

Will withdrawal effect NCAA eligibility or delay your graduation date? Yes No

Factors of failure to attend class, lack of effort, inadequate planning to meet deadlines, or failing to request academic assistance do not support requests to withdraw from a class. Please realize that you are responsible for maintaining your eligibility to participate in Tennessee Tech intercollegiate sports and for making satisfactory progress toward your degree.

Dropped classes result in lost tuition. Consequently, you will be held accountable for your actions and may be required to reimburse Athletics for the cost of the course or to pay for summer classes, if they are required to maintain your athletic eligibility under NCAA rules. Your signature below indicates that you understand that above statement and that you have discussed the issue with your head coach.

Student-Athlete Signature and Date: _____

Head Coach Signature and Date: _____

I support / do not support this student's request for withdrawal.

Signature of Assistant Director of Athletics for Academics and Date:

_____ Recommend Withdrawal / Recommend Remain in Class

Comments:

Signature of Associate Director of Athletics and Date:

_____ Withdrawal Approved / Withdrawal Denied

Registering for Non-Counting Courses

Athletic scholarships are awarded to assist student-athletes to move toward completion of *one* program of study as efficiently as possible while maintaining NCAA eligibility for athletic participation. For most freshmen without significant advanced placement or dual enrollment credits, graduation should occur in four years. For two-year transfers, that typically is two years at Tennessee Tech. To best utilize our financial resources and to maintain competitive and championship athletic programs, student-athletes will not be permitted to register for courses that do not count toward graduation in their designated majors without written approval by the committee appointed by the Director of Athletics.

Even though courses outside of the major may be desired to acquire an additional certification, to earn a minor, or to enhance graduate school opportunities, these supplemental courses are not routinely authorized as an integral part of an athletic scholarship package. Tuition, fees, and books for courses that do not count toward a student-athlete's primary degree program will be the responsibility of the student-athlete unless exceptional justification is provided and approval is received. Similarly, requests to repeat classes in which a passing grade previously was earned will be the financial responsibility of the student-athlete, unless approved by the committee appointed by the Director of Athletics.

Course Program of Study for Federal Financial Aid

The U.S. Department of Education is placing an important emphasis on federal financial aid rules that may impact the amount of aid you receive. This is referred to as Course Program of Study (CPoS). For federal aid to pay for a course in your major, minor, or other degree requirement, it must be part of your Course Program of Study (CPoS) or be necessary to help you earn the total hours required for your degree. If you enroll in a course not in your program of study, you may see a **reduction of your scholarships, loans and grants**.

For those depending upon federal aid to attend Tennessee Tech University, not paying attention to this rule may affect your full-time enrollment status, which may also impact Tech or state scholarships, like the Hope lottery scholarship.

Academic departments determine program requirements, and these will be entered in the degree evaluation program called **Degree Works**. A course **must** count in the evaluation of your degree using the degree evaluation tool to be counted as part of your program of study. This is why we encourage scheduling a meeting with your advisor regarding your schedule planning and any changes to your schedule that you may need to make.

Taking courses that are not required to complete your degree may result in receiving less or no federal aid or in owing money back. Taking classes that are not in your Course Program of Study, for your officially declared major or minor, may result in a reduction to your overall financial aid package.

Courses that are ineligible cannot be counted toward your full-time status. In other words, the full-time cost of attendance (COA) requirement says you must be enrolled in at least 12 eligible hours as an undergraduate student and 9 hours as a graduate student.

For example, as an undergraduate student, if 9 of your 12 hours are in your CPoS, but 3 of your hours do not count toward your major or minor, your COA will reflect that you are not a full-time student (only 75 percent), which may reduce your state and Tech scholarships. Remember: We cannot award aid in excess of your specific cost of attendance.

Class Attendance and Absences

From the TTU Undergraduate Course Catalog

Class Attendance. A student is expected to attend each meeting of every class for which he/she is registered...Regular class attendance is a definite part of the total performance required for the satisfactory completion of any course, and an unsatisfactory attendance record may adversely affect the final grade recorded for the course. If the attendance record of a student becomes unsatisfactory, the instructor can record a last of date of attendance that can adversely affect Financial Aid, Scholarships, Veteran's Benefits and other types of assistance.

*Unsatisfactory class attendance may result in the student receiving a grade of "F." **A student who is unable to return to classes due to an emergency or serious accident should notify the Office of Student Affairs.** A student who cannot avoid an absence from a class for any other reason is expected to assume the responsibility of explaining his absence to the instructor and for making arrangements to complete the work missed. Tardiness is recorded as an absence. Students may consider a class dismissed and leave the room without penalty if the instructor fails to appear within fifteen minutes.*

What does this mean for student-athletes?

A student who cannot avoid an absence from a class for any other reason is expected to assume the responsibility of explaining his absence to the instructor and for making arrangements to complete the work missed.

1. Varsity Sport Travel: The University Attendance policy does not directly address absences related to your varsity sport. According to the policy, it will be your responsibility to explain your varsity travel schedule to your professor during the first week of the semester (and before each anticipated absence throughout the semester) and request to develop a plan (*in advance of travel*) for making up missed work, quizzes, or other assignments. Ms. Leveda will send an official Athletics Travel Letter to your professors before your departure. It is your responsibility to notify your professor of your absence as well. Your professors' decisions regarding absences and missed work are final and cannot be challenged. That is why timely communications with your professors are essential. It is critical that you review each course syllabus during the first week of classes, understand the absence policy, and determine the impact on your travel and

competition schedules. If you determine that there will be an issue regarding attendance that might impact your grade, address it with an athletic academic advisor during the first week of the semester.

2. **Illness or Injury:** If you feel you are unable to attend class for any medical reason, prior to any missed class, you should first contact your team's athletic trainer or call (931) 372-3934. The training room staff can offer no retroactive support. The athletic trainer will assess your situation and determine if you should see a physician. The physician will decide as to whether you can attend class for that particular day. After the physician's determination, you should contact your professor to explain the situation. Your athletic trainer will share the physician's assessment for your inability to attend class with Ms. Leveda, who can send an official message to your professors explaining the situation and requesting their consideration to allow you to make up the course requirements for that day. You will need to attend class the next day unless you are specifically instructed otherwise. You should also make every effort to contact your professor to explain your situation and make arrangements to make up work. Your professors' decisions are final and cannot be challenged. If you are deemed unable to attend class by a physician for an illness, you will likely be unable to participate in athletic activities that day.

Students diagnosed with concussion may also qualify for disability-related support services. Immediately upon diagnosis the student should submit concussion documentation to the Accessible Education Center. Temporary academic accommodations with added ADA protections may be available. The professionals in the AEC will work with the student to determine possible accommodations.

A student who is unable to return to classes due to an emergency or serious accident should notify the Office of Student Affairs.

3. **Emergency situations:** If you are unable to attend class due to an emergency, email Kim York in the Office of Student Affairs at kyork@tntech.edu with an explanation of your situation (i.e. car accident, family illness, funeral for family member) and provide any documentation you have access to (i.e. police report, medical report, link to obituary). Copy your head coach and Ms. Leveda on these emails.

Accessible Education Center

The Accessible Education Center professionals are committed to ensuring equal access for all qualifying individuals to Tennessee Tech's academic and physical environments, and are further dedicated to providing quality services to students with disabilities and faculty, through a variety of resources including academic adjustments, assistive technology and software, as well as other support programs that promote awareness of the law and other disability-related services.

Chances are if you qualified for accommodations in high school, then you will likely qualify in college. In addition, even if you chose not to disclose your disability in high school, you can still receive accommodations in college. Perhaps you were only recently diagnosed. That's ok too.

Students with a variety of conditions and disabilities may request accommodations such as extended time, alternative textbooks, interpreters, and much more at any time. To discuss possible accommodations and the documentation requirements to receive services, contact the Accessible Education Center (AEC) at disability@tntech.edu or call 931-372-6119. You may learn much more by visiting the AEC website at www.tntech.edu/disability.

GRADUATION INFORMATION

Apply for graduation two semesters prior to the term you plan to graduate. (September 1 for spring graduation; December 1 for August graduation; and May 1 for December graduation) Graduate students must contact the Graduate School.

Steps for Submitting Application - scroll to the bottom and click the step for a screenshot

- The Fall 2020 commencement ceremonies will be Saturday, December 12, 2020 at the Hooper Eblen Center.
- The spring 2021 commencement ceremonies will be Saturday, May 8, 2020 at the Hooper Eblen Center.
- Summer graduates are included in the Fall commencement ceremonies with the December graduates. However, your diploma will be mailed out in August at the completion of the Summer term and not in December. If you would like special consideration to participate in the Spring commencement before completing classes in the summer, please fill out the online [Request to Update Undergraduate Application for Graduation form](#). The Undergraduate Graduation office staff will email you when a decision has been reached regarding your request.
- **Graduation candidates** - Students taking coursework at other colleges must have the official transcripts sent to the Office of Records, P.O. Box 5026, Cookeville, TN 38505 **no later than two weeks after the graduation date**. Any transcripts received after this date will be considered for the next semester's graduation.

After applying for graduation, you will receive a graduation audit in your Eagle Online account. These audits are completed by your graduation clerk and will inform you of any requirements left in your degree. If you have questions about your audit, you should see your academic advisor.

[Graduation Website](#)

Contact info:

JWB 221

(931) 372-3317

u_graduation@tntech.edu

2020-21 Academic Calendar

Saturday	August 22	Deadline to Confirm Fall Schedule
Monday	August 24	Fall courses begin
Sunda	August 30	Study Hall begins
Tuesday	September 1	Last day to apply for Spring 2021 graduation
Monday	September 7	No classes or study hall, Labor Day
Sunday	September 6	Last day to add a course
Sunday	September 6	Last day to drop a course without a grade
Mon-Tues	October 12-13	No classes or study hall, Fall Break
Friday	October 23	Midterm grades available in Eagle Online and GradesFirst
Mon-Fri	November 2-6	Advisement for spring courses (some departments advise early)
Friday	November 6	Last day to drop with a "W"
Monday	November 9	Early registration begins: All athletes register on Monday.
Wed-Fri	November 25-27	No classes or study hall, Thanksgiving Break
Tuesday	December 1	Last day to apply for Summer 2021 graduation
Thursday	December 3	Last day of study hall
Friday	December 4	Last day of classes
Mon-Thurs	December 7-10	Final exams
Thursday	December 10	Graduation rehearsal
Saturday	December 12	Graduation
Monday	December 14	Final grades available in Eagle Online and GradesFirst
Tuesday	January 19	Spring courses begin
Monday	February 1	Last day to add a course
Monday	February 1	Last day to drop a course without a grade
Sunday	January 24	Study hall begins
Mon-Fri	March 15-19	No classes or study hall, Spring Break
Friday	March 19	Midterm grades available
Mon-Fri	March 19-April 1	Advisement for summer and fall courses (some departments advise early)
Friday	April 2	Last day to drop a course
Friday	April 2	Good Friday Holiday, No Classes
Monday	April 5	Early registration begins: All athletes register on Monday.
Thursday	April 29	Last day of study hall
Friday	April 30	Last day of classes
Saturday	May 1	Last day to apply for Fall 2021 graduation
Mon-Thurs	May 3-6	Final exams
Thursday	May 6	Graduation rehearsal; Athletics Graduation Reception
Saturday	May 8	Graduation
Monday	May 10	Final grades available in Eagle Online

WIN PROGRAM OVERVIEW

“WORK INTENSELY NOW”

The Work Intensely Now (WIN) program provides supplemental academic support for Tennessee Tech student-athletes. The target audience for the WIN program is student-athletes, whose GPAs or general academic progress place them at risk for maintaining eligibility, along with freshmen and select transfer student-athletes. **WIN students should include all incoming freshmen, new transfers, student-athletes on Academic Warning or Probation, and returning student-athletes with a cumulative GPA of less than 2.60.** Coaches may set a higher standard and they may exclude individuals, based on reasonable justification.

The program reinforces the importance of setting academic priorities, improving basic study skills, and accessing University and Department of Athletics academic resources. WIN involves the student-athletes, coaches, academic advisors, tutors, professors, and other stakeholders working together to assist student-athletes make efficient progress toward graduation. Participation in the program is primarily based on GPA and academic standing, but all student-athletes, athletic trainers, and managers are invited to participate.

Goals of the WIN program for Tennessee Tech University student-athletes include achieving **academic success**, maintaining **athletic eligibility**, developing **lifetime learning skills**, and **progressing efficiently toward graduation**. Primary components of the WIN program include weekly meetings, tutoring, and supervised study hall.

WIN MEETINGS – For every sport and every student-athlete in the WIN program, an assigned WIN academic coach should meet weekly with the student to review academic work, individual course progress, assignment due dates, and tutoring requirements. Each student-athlete should have a WIN student planner or other time management device to identify priorities and organize information about assignments, exams, and team travel. This planner should be reviewed by the academic coach and student-athlete at each meeting.

Each Monday, weekly summaries of the prior week’s WIN meetings should be posted to GradesFirst or forwarded by each WIN academic coach to the Assistant Director of Athletics for Academics and the team’s Athletic Academic Advisor. These reports should indicate the student’s perceived status in each course and any academic concerns that the student or WIN coach might have.

TUTORING – Student-athletes have several sources of tutoring support. Students and their WIN academic coaches can identify tutoring requirements during weekly WIN meetings. Athletic Academic Advisors will assist in making these determinations and can use GradesFirst progress reports from professors in this process.

Student-athletes should attempt to use our extensive study hall tutoring resources first. Additional tutoring resources are available through the Volpe Library Tutoring Center (Room 120) and departmental tutoring centers (e.g., Chemistry, Business, Engineering Student Success Center), which provide excellent academic support in their respective areas.

All pre-approved University-provided tutoring and professor-sponsored study sessions may count toward weekly WIN study hall hours, as we view tutoring as an excellent use of a student-athlete's time.

STUDY SKILLS WORKSHOPS - Student-athletes may be required to attend periodic skills workshops (e.g., Online Course Orientation, How to Succeed in College). These workshops are typically offered at the beginning of a semester. Athletics has a fulltime advisor who is available to assist at-risk student-athletes with basic study skills and to provide all student-athletes with assistance with reading, writing, and research.

MONITORED STUDY - Athletic Academic Advising Office personnel provide weekday and evening study halls. There typically will be tutors in Math and Biology at most study hall sessions. Student-athletes in the WIN program are expected to attend study hall to meet their weekly, coach-assigned study hall targets (i.e., average of 4-8 hours weekly), unless alternate arrangements are made with the head coach. Several coaches prefer to conduct coach-monitored study sessions for their student-athletes, which can be very effective.

Evening study hall sessions are available Sunday thru Thursday. Daytime study hall sessions are available Monday thru Thursday. A representative of the Athletics Academic Advising Office will directly supervise all WIN study hall sessions. **All study hall hours must be completed by Thursday at 9 PM.**

GRADESFIRST PROGRESS CHECKS – Each student-athlete and manager provides written permission for their professors to voluntarily release course grades, academic progress reports, and other information covered by the Family Rights and Privacy Act of 1974 (FERPA) to authorized Department of Athletics staff. The Assistant Director of Athletics for Academics uses the GradesFirst student success program software to communicate with faculty and to request academic progress reports on all student-athletes several times throughout each semester. The information received assists in counseling, motivating, or providing necessary academic resources to our student-athletes. Tennessee Tech personnel in the offices of the University Counsel, Registrar, Department of Academic Affairs, and Information Technology Services are aware of GradesFirst as an instrument that transmits academically-related information and which meets Tennessee Tech University data safety and security requirements.

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

I, _____, authorize Tennessee Technological University ("Tennessee Tech") to disclose any and all necessary education records including necessary personally identifiable information related to my academic performance, athletic performance and student disciplinary history to the listed entity/person or class of entities/persons for the purposes described below. I understand that by agreeing to this, I am waiving all personal and legal rights to confidentiality and privacy, including rights under the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g and 34 C.F.R. § 99.3 and this release will be effective until I revoke it by sending a written notice of revocation to the Director of Athletics.

The purposes of the disclosure are to provide

- Report(s) on progress toward degree
- Report(s) on academic and athletic eligibility and retention
- Report(s) on financial aid records, particularly aid available through the Department of Athletics
- Response(s) to institutions or professional athletic or coaches associations that inquire about my status as a student-athlete, including inquiries related to academic, athletic, and medical status and disciplinary actions
- Report(s) related to use of banned substances, including illegal drugs or performance enhancing supplements
- Response(s) to inquiries from news outlets related to my enrollment status with Tennessee Tech University, my team status, and athletic or academic recognitions or honors
- Press releases or announcements that include my grade point average related to my athletic or academic recognitions or honors
- Report(s) or response(s) to the National Collegiate Athletic Association (NCAA), Ohio Valley Conference (OVC) or similar governing body, as required by the respective rules or regulations of that governing body
- Report(s) or response(s) related to my general medical condition after being injured.

The entity/person/entities/persons or classes of persons/entities to which information may be released are as follows:

- Parents or legal guardians
- School officials at other institutions of higher education
- Media outlets, including individual reporters
- Professional or coaching organizations including, but not limited to, the NFL, NABC, etc.
- NCAA
- Ohio Valley or any other athletic conference
- High school officials
- Audiences at gatherings related to athletic or academic honors, when the disclosure is related to an athletic or academic honor bestowed on me.

In addition, by signing this document, I acknowledge that Tennessee Tech Department of Athletics personnel are "school officials with a legitimate educational interest" as defined by FERPA and TTU Policy 265 and will, in the course of fulfilling their professional responsibilities to Tennessee Tech, make inquiries about and discuss my academic or disciplinary records with other Tennessee Tech school officials.

Student's Signature _____ Date _____

Printed Name _____

GRADESFIRST

1. During the first week of courses, you will receive a GradesFirst (GF) activation request email. To activate your account, click on the link in the email. This will take you directly to the home screen in your GF account. Once in, click on the down arrow in the upper right-hand corner of the screen. Select “Update Password.” This will generate an automatic email to your student account containing your current password. Copy and paste this code into the Current Password box. Select a new password and confirm it. Now your account is active.
2. For future login, always use this link: <https://tntech.gradesfirst.com>
Username: full TTU email address (including @tntech.edu)
Password: the initial password you set when activating your account
3. Contact for help:
Samantha Bates
slovelady@tntech.edu
931-372-3153
AWC
4. Uses of GradesFirst:
 - Access student schedule
 - Schedule tutor appointments
 - View tutor reports
 - Access study hall records
 - Find contact information for athletic advisors, professors, and tutors

Study Hall

Students in the WIN program are required to complete weekly study hall hours. You can check your GradesFirst Account to determine how many hours you will be required to complete each week. Study hall will be available Sunday 5PM – 9PM and Monday through Thursday 8AM – 9PM in the AWC.

You will be informed of your assigned weekly hour requirement for study hall during the first week of the semester, and you can also check your assignment via GradesFirst. Assignments are determined by each head coach. You will accrue hours by attending study hall, receiving tutoring, or participating in pre-approved study groups. To record your hours at study hall, you should find the check-in laptop and type in your student T# When you exit study hall, type your T# once again to check-out for the session. GradesFirst will record the time and location of your attendance. Each week you may determine your own study hall schedule from the available days, times, and locations you plan to use to earn your study hall hours.

Study hall Schedule

Day	Location	Time
Sunday	AWC	5:00 PM – 9:00 PM
Monday	AWC	8:00 AM – 9:00 PM
Tuesday	AWC	8:00 AM – 9:00 PM
Wednesday	AWC	8:00 AM – 9:00 PM
Thursday	AWC	8:00 AM – 9:00 PM

Men's Baseball

New student freshmen	8 hours**
New transfers	4 hours
Returners	Coach's discretion. Exempt w/ 3.0 GPA

**Study hall hours will be reevaluated after mid-terms.

**Addition or reduction of study hall hours at the discretion of head coach.

Men's Basketball

All students	4 hours Addition or reduction of hours at discretion of HC
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Women's Basketball

	1 st Semester	3.25(+) GPA	3.24-3.00	2.99-2.50	2.49-2.25	Below 2.25
Freshman	8 hours	None	4 hrs	6 hrs	8 hrs	9 hrs
Sophomore		None	2 hrs	4 hrs	6 hrs	9 hrs
Junior		None	None	3 hrs	5 hrs	8 hrs
Senior		None	None	3 hrs	5 hrs	8 hrs

- Minimum of one hour must be spent in any study hall session unless meeting with a pre-scheduled tutor.
- Should any member of WBB earn below a 2.25 GPA in any one semester, 8 hours of study hall will be required the following semester regardless of year of cumulative GPA.

Men's and Women's Cross Country and Track

New freshmen	8 hours
New transfers	6 hours
Returners below a 2.8 GPA	6 hours

Men's Football

New students (freshmen and transfers)	6 hours
Underclassman (all second year students) with GPA below 2.6	4 hours
Upperclassman (all 3 rd , 4 th , and 5 th year students) with GPA below 2.4	4 hours
At risk student with GPA below 2.2	6 hours

****Addition or reduction of study hall hours at the discretion of head coach.**

Men and Women's Golf

New students (freshmen and transfers)	6 hours
Returners	Coach's discretion

Women's Soccer

New students (freshmen)	6 hours
Spring Freshmen Below 3.5 GPA	6 hours
Returners below a 2.5 GPA, and any player earning a D and/or F	Personal assignment determined by HC

Women's Softball

	1 st Semester	3.25(+) GPA	3.24-3.00	2.99-2.50	2.49-2.25	Below 2.25
Freshman	8 hours	None	4 hrs	6 hrs	8 hrs	8 hrs
Sophomore		None	2 hrs	4 hrs	6 hrs	8 hrs
Junior		None	None	3 hrs	5 hrs	8 hrs
Senior		None	None	3 hrs	5 hrs	8 hrs

- Should any member of WSB earn below a 2.25 GPA in any one semester, 8 hours of study hall will be required the following semester regardless of year of cumulative GPA.

Men's Tennis

New students (freshmen and transfers)	4 hours
Returners	Coach's discretion

Women's Volleyball

	1 st Semester	3.3-4.0	3.0-3.29	2.8-2.99	2.70-2.79	2.5-2.69	Below 2.5
Freshman/Transfers	6 hours	None	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs
Returners		None	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs

Study Hall Rules

Please Note: Violation of these rules may result in “ZERO” credit for the session.

1. You are responsible for logging in and out of study hall. Do not expect study hall credit if you fail to meet that responsibility.

2. Show up prepared to do meaningful study. If you don't have anything to study, sign out and return when you do have work to accomplish.

- **If you will need a laptop, bring a laptop. You may sign out of study hall to acquire a laptop from Athletics or the Volpe Library.**
- **Cell phones should be out of sight. If you must use your phone for personal business, log out of study hall and use your phone in the hallway. Any use of smart phones in study hall will require approval of the study hall supervisor.**
- **If you are using a laptop at study hall, you must sit in the front half of the study hall. If you are caught watching non-academic videos or are on social media, you will be asked to sign out of study hall for that day.**
- **If you are using headphones at study hall, you must sit in the front half of study hall. If you are caught watching non-academic videos or are on social media, you will be asked to sign out of study hall for that day.**

3. Don't be a distraction to others. You will be warned once and then be asked to leave.

4. Obey the study hall supervisor. The supervisor has a direct line to your head coach. Disrespect of the supervisor will result in ejection from study hall.

5. Food is not permitted at study hall. Covered drinks may be permitted.

PLAN AHEAD: BEFORE COMING TO STUDY HALL, DETERMINE WHAT ASSIGNMENTS OR READINGS YOU WILL BE COMPLETING WHILE IN STUDY HALL. BRING ENOUGH WORK TO KEEP YOU BUSY

Tutoring

Study Hall staff tutors will be available at Study Hall during Study Hall hours. A detailed schedule listing all tutors along with their availability and courses with coverage will be provided. Study Hall Tutoring usually provides coverage for most general education courses, basic business courses, several levels of Math, Chemistry, Physics, Engineering, Biology, Exercise Science, and English.

If a student requires tutoring outside of tutoring available during study hall, they should submit a tutor request through GradesFirst. To request a private tutor:

1. Visit the GradesFirst website: <https://www.tntech.gradesfirst.com>
2. Sign in using full student email as user name (i.e. arhyden21@tntech.edu) and the password used to activate the account.
3. If students have never logged in before, check email for activation notice from GradesFirst.
4. Scroll down to the course you need help with, and click on “Request Tutor Appointment.”
5. Tutoring Coordinator Samantha Bates will respond to you via student email when she is able to locate a tutor for the course you have requested help with.

To work with a tutor in Study Hall, students may schedule an appointment in advance, or show up for a Drop-In session. Drop-In sessions will have limited subject availability.

To schedule an appointment in advance:

1. Visit the GradesFirst website: <https://www.tntech.gradesfirst.com>
2. Sign in using full student email as user name (i.e. arhyden21@tntech.edu) and the password used to activate the account.
3. If students have never logged in before, check email for activation notice from GradesFirst.
4. Click on “Schedule Tutor Appointment” next to the course you need help with.
5. Select a location –Academic Wellness Center.
6. Select the date you would like to receive tutoring on the top line of the gray chart.
7. Select one of the times that are open.
8. Add a comment if you have any specific requests for the help you would like to receive.
9. Submit.
10. Show up at the correct location, on the correct day, at the correct time for your appointment.

When arriving to your scheduled appointment:

1. Enter your T# into the kiosk and submit.
2. Select “I’m Here Tutor Appointment” and check-in.
3. If you have required study hall hours, select “Go to Kiosk Home” and check in.

4. When the session ends, enter your T# in the kiosk.
5. Click on the red “Check Out” button beside your tutor’s name.
6. If you are finished with Study Hall for the night, click on the red “Check Out” button to sign out of Study Hall.

To work with a tutor for a Drop-In session:

1. Come to the Study Hall tutoring room and enter your T# into the kiosk.
2. Select “I’m Here for Tutor Appointment.”
3. Select “I Need Help From a Tutor in One of my Classes.”
4. Select the course you need help with.
5. Select a tutor’s name from the list.
6. Select “Go to Kiosk Home,” and click on “I Want to Choose from a List of Services Available at this Location.”
7. Select “I’m Here for Study Hall.”
8. Select “Log Out.”
9. When the session ends, enter your T# in the kiosk.
10. Click on the red “Check Out” button beside your tutor’s name.
11. If you are finished with Study Hall for the night, click on the red “Check Out” button to sign out of Study Hall.

How to Prepare for a Tutoring Session

The Tennessee Tech Athletics Tutoring Center provides a valuable service to our population of student-athletes and managers. To make the most of your tutoring sessions, we recommend that you prepare in advance of your meetings.

How to Prepare for a Tutoring Session

For all Athletics tutoring, especially at Study Hall:

- You should have books, lecture notes, syllabi, and assignments with you.
- You should read and attempt any assigned material prior to coming to tutoring. This will help you and the tutor to focus on the aspects of the assignment/class that are giving you difficulty.
- **Be as specific as possible about the area(s) you don't understand or the problem(s) you are having.** Being specific and organized should yield a productive session.
- Please be patient. Tutors are available to help you, but they may not always have all the answers. It could take time to give you an answer to your problem, depending upon its complexity.
- Please do not wait until the last minute to request help in your subject.
- Please be courteous to your tutor and to the other students who might be working in the tutoring area. Disruptive conduct will not be tolerated.
- Your tutor will not be expected to solve your homework problems. Your tutor can help walk you through similar problems, help clarify concepts, and suggest study strategies. However, it is a violation of the Tennessee Tech Athletics policy for your tutor to do your homework for you.
- Tutors generally have excellent study skills. You might ask them about the strategies they use.
- If you are not using tutoring support, you should not be in the tutoring rooms in Johnson Hall.

For individual tutoring sessions:

- You are expected to arrive **ON TIME**.
- Please be aware if a particular tutor "match" is not working out; different students have different learning styles and each tutor "instructs" differently.
- You should provide your tutor with adequate information before you start tutoring and over the duration of your sessions. Your tutor is a busy student like you and will appreciate your consideration of their time.
- Provide your tutor with a copy of the syllabus.
- Whenever possible, send your tutor an email a few days ahead of time. Let your tutor know what unit you're working on, what questions you have, etc. If certain types of problems give you trouble, give your tutor a heads up.
- If you are working with a tutor or Ms. Virginia on a writing assignment, send your paper ahead of time. It is not reasonable to expect someone to read through a 10-page paper 30 minutes before English class.

Additional Student Success Tips

1. Go to class. Take good notes, and come prepared for tutoring with questions.
2. Visit with the professors. They are your best resource for the course. Make sure to take advantage of professor's office hours.

Textbooks

Student-Athletes who have been awarded a Books Scholarship should pick those books up in the Academic Wellness Center. For student-athletes who arrive on campus early, you will receive a message when your team's textbooks are ready for pickup. When you pick up your textbooks, ***only sign for the books you are actually receiving***. You are responsible for returning all books for which you signed. You will be held financially accountable for all books that are not returned.

If your professor adds a book after the semester has started, ***you must inform your Athletic Advisor***. You will need to share with the course, professor, and book title. If your professor requires any books or materials that are not available through the University Bookstore, let your Athletic Advisor know. To issue books or other required materials, the materials must be listed on the Bookstore Web pages, a course syllabus, or an email from the course professor.

If you change your schedule, you must inform your Athletic Academic Advisor and provide a new book list.

Book Return Policy

For SAs who are receiving Athletics Book Scholarships: Books are due back in good condition (i.e. a condition such that the books can be reissued, as determined by the Assistant Director of Athletics for Academics) by the end of Finals Week of the semester in which they were issued. If any books are not returned by the end of Finals Week or are not returned in good condition, your head coach will be informed ***within the next week***.

Print Name

T-Number

Sport or Role (if applicable)

Cell Phone Number

I acknowledge that I have read and understand the 2020-2021 Book Policy below. Further, I believe that I am entitled to receive books from the Tennessee Tech Department of Athletics Academic Advising Office because I am: 1. on an athletic book scholarship for academic year 2020-2021; 2. a non-intercollegiate varsity student-athlete who is authorized to receive books off-the-shelf due to my status as a cheerleader, dance team member, sport manager, or member of the coaching staff; or 3. associated with the Department of Athletics or Athletics Academic Advising Office in some capacity that provides me the privilege of receiving available books off-the-shelf.

By signing or initialing the book checkout receipt, I confirm that I have reviewed each item received and documented receipt of those items by signatures or initials and date. That checkout document will serve as the basis for determining any liability upon return or non-return of books at the end of the semester. I understand that it is my responsibility to verify the checkout document upon issuance and return of all books and materials for which I have signed. More textbooks are moving to a rental only option. If Athletics incurs any charges or fees due to late rental returns, or damaged books, the student-athlete's account will be charged to reflect those fees. **All disputes and charges will be adjudicated based upon the checkout document, so it is my responsibility to ensure its accuracy.**

2020-2021 Book Policy

Books are due back in good condition (i.e., a condition such that the books can be reissued, as determined by the Assistant Director of Athletics for Academics) by the end of Finals Week of the semester in which they were issued to you. If any books are not returned by the end of Finals Week or are not returned in good condition, your head coach will be informed ***within the next week***. If the head coach's efforts to have you return or replace the books ***no later than two weeks from the end of the semester***, your student account will be debited the replacement value of the books.

(For non-student-athletes, we will notify you via e-mail that books are overdue. If efforts to have you return or replace the books ***no later than two weeks from the end of the semester*** your student account will be debited the replacement value of the books.)

I have read and understand the 2020-2021 Book Policy and my responsibilities as summarized above.

Signature

Date

2020-21 Laptop Checkout and Book Return Policies

Laptops are available for checkout to student-athletes, managers, and athletic trainers who need to borrow a computer for TRAVEL USE ONLY. Laptops will come with a laptop carrying bag and a charger.

Laptop Checkout Policy

1. Laptops are available for short-term checkout only (i.e., weekend checkout, team travel, and for specific projects for which you are unable to use the Volpe Library or other Tech computer lab assets).
2. **The maximum checkout period will be three (3) days, including two (2) nights. Weekends count. Renewals will be authorized only after 24 hours have passed. This policy is intended to permit equitable Laptop use among a large student-athlete population.**
3. For each day that a Laptop return is delayed, privileges will be suspended for 3 additional days.
4. All Laptops must be returned by 12 noon on Thursday (unless otherwise authorized), so that they are available for weekend team travel.
5. Checkout priority will be given to student-athletes traveling to official competitions. A minimum of two (2) Laptops will be maintained in the Athletic Academic office for daytime study hall use.
6. Reservations may be made if no Laptops are available. Once contacted for an available Laptop, you have 6 hours to check-out the reserved Laptop before it is released.
7. Students are liable for loss or damage to Laptop. An operational check (successful login) is required at checkout and check-in of computers.
8. Students who do not comply with this policy will have their checkout privileges suspended.

Exceptions to this policy must be approved by Ms. Leveda

Laptop Checkout Schedule

Check out Day/ Time	Check in Day/ Time
Monday/ Anytime	Wednesday/ Anytime
Tuesday/ Anytime	Thursday/ By 12 noon
Wednesday/ Anytime	Thursday/ By 12 noon
Thursday/ After 12 noon (Note: Laptop's will only be issued on Thursday morning to traveling student-athletes.)	Monday/ Anytime
Friday/ Anytime	Monday/ Anytime

Social Media

To stay up-to-date on advising updates, athletic advising news, upcoming deadlines, etc., you can follow Athletic Academic Advising through social media.

- Facebook: <https://www.facebook.com/TtuAthleticAcademicAdvising>
- Twitter: <https://mobile.twitter.com/SAadvisingTTU>
- Instagram: <https://instagram.com/ttuathleticadvising/>

Summer School and 5th-Year Scholarships

Athletics financial aid for summer and 5th-year (i.e. after the expiration of eligibility to compete) can be awarded to student-athletes who received Athletics financial aid in the most recent academic year. It is not an entitlement. Summer and 5th-year scholarships are available only for courses (on-campus or online) for which a student registers through Tennessee Tech University.

Scholarship funds are limited, so summer athletics scholarships are awarded on a priority basis and might cover only a portion of what your fall/spring scholarship covered. The highest priority is for student-athletes requiring classes to remain eligible, followed by student-athletes whose eligibility has expired and who can expedite their graduation by attending summer classes. Summer course registration begins with fall course registration. Summer scholarship decisions are usually confirmed by the end of spring semester. Please attempt to return the application to the ADAA by the middle of April in years you desire to take summer courses, although we will consider applications submitted later.

Historically, the total projected cost of all student-athlete scholarship requests for summer semester has exceeded the funds available. So a committee reviews all requests and prioritizes them using several factors (e.g., required for eligibility, course only offered during summer, essential prerequisite course). The committee also seeks input from the head coaches. After discussion, some requests are approved (either partially or fully), while others are disapproved. If a student disagrees with the committee's recommendation and justification is strong, a student may appeal the decision.

Scholarships awarded for degree completion after expiration of eligibility to compete in a sport is exhausted are considered 5th-year scholarships. Their value cannot exceed the percentage of Athletics financial aid received by the student-athlete in the most recent academic year.

These scholarships are awarded on a semester-by-semester basis. They require the student-athlete to work weekly in the Department of Athletics for the number of hours equivalent to the percentage-of-award times 20 hours. So a student-athlete who receives a 50% scholarship from Athletics would be obligated to perform 10 hours of work (0.50 x 20 hours) each week for the duration of the semester.

SUMMER SCHOOL 2021 REQUEST FOR ATHLETIC AID

(For 2020-21 Athletics Scholarship Recipients Only)

NAME: _____ T# _____ YEAR (circle) Fr So Jr Sr 5th Grad

SPORT: _____ MAJOR _____

PROPOSED SUMMER 2021 SCHEDULE

FIRST SESSION

SECOND SESSION

FULL SEMESTER

INTERSESSION

1. Reason: Explain why you desire to take the class(es) over summer?

(Ex. Required for eligibility; Will permit earlier graduation; Critical prerequisite; To pass extremely challenging course.)

2. Did you drop any of these courses previously? ☐ Yes ☐ No

If "yes," why did you withdraw? _____

Student-Athlete's Signature _____ Date _____

DEPARTMENTAL ADVISOR:

I concur with the student's rationale for taking the Summer 2021 course(s). ☐ Yes ☐ No

COMMENTS: _____

Advisor's Signature: _____ Date _____

HEAD COACH:

I support this student-athlete's request for taking the Summer 2021 course(s). ☐ Yes ☐ No

I am willing to take a portion of this athlete's aid from my Restricted account. ☐ Yes ☐ No

COMMENTS: _____

Head Coach's Signature _____ Date _____

ATHLETIC ACADEMIC ADVISOR:

I support this student-athlete's request for taking the Summer 2021 course(s). ☐ Yes ☐ No

COMMENTS: _____ Athletic

Advisor's Signature _____ Date _____

ASSISTANT AD OF COMPLIANCE COMMENTS: 2020-21 Percent of Full Grant: ____%

Authorized components (Circle): Tuition Fees Books Room Meal Plan Type: _____

Estimate for Summer 2021: Tuition /Fees /Meals/ Books-only: \$ _____ Max: \$ _____

Approved: ☐ Yes ☐ No **Amount or Components:** \$ _____

(Tuition Fees Books Room Meal Plan)

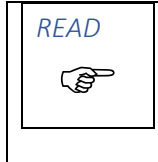
AD or Designee's Signature _____ **Date** _____

REQUEST FOR 5TH-YEAR ATHLETICS AID: 2020-2021

NAME: _____ T# _____ SPORT: _____

1. All students on 5th-year aid are required to provide service to the Athletics Department in exchange for financial aid. Formula for weekly hours of work: (% of full grant 2019-20 x 20 hrs). Please rank possible work locations (#1, #2, #3).

Sports Information _____ Marketing _____ Facilities/Motor Pool _____ Support to Head Coach _____



Game Management _____ Ticket Office _____ Tutoring/Study Hall _____ Other _____

2. Complete TTU Academic Progress Summary on reverse side.

3. I understand that 5th-year aid is approved one semester at a time. My academic effort and performance, as well as my commitment to service in the Athletics Department, will determine if a subsequent semester of aid will be granted.

Student-Athlete's Signature: _____ Date _____

DEPARTMENTAL ADVISOR'S ENDORSEMENT: Hours to complete degree: _____

Anticipated Graduation Semester: _____ Year: _____ Major: _____

Projected semester schedules (as required to complete degree requirements):

Summer 2021 or 2022	Fall 2021	Spring 2022
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Departmental Advisor's Signature: _____ Date _____

HEAD COACH'S ENDORSEMENT: (Comment, if desired, on reverse side.)

I recommend this student-athlete for 5th-year aid.

☐ Yes ☐ No

Head Coach's Signature _____ **Date** _____

ATHLETIC ACADEMIC ADVISOR'S ENDORSEMENT:

I recommend this student-athlete for 5th-year aid.

☐ Yes ☐ No

Athletic Advisor's Signature _____ **Date** _____

ASSISTANT AD OF COMPLIANCE COMMENTS: 2020-21 % of Full Grant _____%

Authorized components (Circle): Tuition Fees Books Room Meal Plan Type: _____

	Summer 2021	Fall 2021	Spring 2022	Summer 2022
Cost Estimate:	\$ _____	\$ _____	\$ _____	\$ _____

Approved: ☐ Yes ☐ No **Amount (if different than cost estimate):** \$ _____

AD or Designee's Signature _____ **Date** _____

For priority consideration, acquire departmental advisor and head coach signatures and return the application to the Athletics Academic Advisor by Friday, April 10, 2021, although we will consider applications submitted later. We recommend that you register for desired Summer and Fall courses, even if the status of your request is not known at the time of registration. Incomplete applications will be returned to the student.

Athletics Financial Aid Procedures for Reimbursement for Academic Tests

In accordance with NCAA Bylaw 16.3, Department of Athletics reimbursement for tests required for scholarship student-athletes to be eligible to progress toward graduation in their respective degree programs is authorized. Most of these testing requirements involve student-athletes in the College of Education and the Whitson Hester School of Nursing.

These procedures cover reimbursement for testing required after the start of a scholarship student-athlete's academic program and required to progress toward graduation.

We will consider reimbursement for one administration of each required exam and only for the preregistration rate for the exam(s). Reimbursement for exams is authorized only for student-athletes who are receiving a Department of Athletics scholarship during the academic year in which the exam is taken. For exams scheduled during the summer, from the end of the spring semester to the start of the fall semester, a student-athlete would have to be awarded a fall semester athletic award to be eligible. A request for reimbursement for a particular examination must be made in writing using the attached Athletics Academic Testing Reimbursement Request form. We also will consider reimbursement for a required Background Check.

Limitations

1. Managers, athletic trainers, student coaches, other support staff, and non-scholarship student-athletes are not eligible.
2. Athletics will not reimburse students for late test registration fees or for registration payment when the student takes an exam on a testing day, walk-in (standby) basis.
3. Our procedures do not cover pre-matriculation tests, which are required for academic placement purposes (e.g., COMPASS or Accuplacer). The only exception is that head coaches may choose to pay for a placement exam from their Restricted accounts with the approval of a committee appointed by the Director of Athletics. This might be a more common consideration for International students who do not have ACT or SAT scores on file.
4. Our procedures do not cover payment for post-graduate professional accreditation or licensure exams (e.g., NCLEX for Nursing certification) that are not a requirement for awarding of a baccalaureate degree.
5. Our procedures do not cover the cost of undergraduate or graduate program entrance exams (e.g., TOEFL, ACT, SAT, GRE, MCAT, MAT).
6. For students who are required to take the Praxis II, reimbursement will cover only tests that are required to progress toward graduation. Praxis exams for additional endorsements will be the responsibility of the student.
7. Our procedures do not cover reimbursement for transportation to and from an examination location.
8. Our procedures do not cover exam preparation courses or materials, although some exam preparations books may be available for loan through the Athletics Academic Office.

Examples of examinations and requirements which may be covered by these procedures follow.

1. **HESI** (Nursing Screening Exam): Prospective Tech Nursing students are now required to take the HESI A2 for the Upper Division Nursing application. The fee is paid directly to Elsevier. Most students will complete this at the end of their freshman year or midway through their sophomore year.
2. **Praxis CORE**: For entry into Teacher Education Program. Praxis CORE is completed between attainment of 30-60 credit hours for students who do not have at least a 21 composite on the ACT or a 1020 combined score on the SAT.
3. **Praxis II Content Knowledge**: Passing scores are required prior to entry into Residency I.
4. **Praxis II Principles of Learning and Teaching and Specific Praxis II Content Exams**: Passing scores are required prior to entry into Residency II. (Note: Residency II candidates may lack one passing test score and still be permitted to complete their final semester in their program of study.) Praxis II Content Knowledge Exams will vary depending upon a student's particular major (e.g., Secondary Education Specialty, Middle School, Elementary Education, or Special Education.)
5. **Background Check**: A Background Check is required for admission to the Teacher Education Program. An additional Background Check may be required depending upon a student's placement for Residency I or Residency II.

Reimbursement Procedures

Each student-athlete needs to pay the examination fee, complete the Athletics Academic Testing Reimbursement Request, and provide documentation of the test registration and payment to request reimbursement. Once approved, Assistant Athletic Director for Compliance Mandy Thatcher will request reimbursement via Financial Aid using the NCAA Academic Enhancement Fund.

A credit for the approved reimbursement amount will appear on the student-athlete's Eagle Online account, and the funds would then be sent to the student's direct deposit account.

Athletics Academic Testing Reimbursement Request

NAME: _____ T# _____ YEAR (circle) Fr So Jr Sr 5th Grad

SPORT: _____

MAJOR _____ CONCENTRATION _____

Required Exam _____ Exam Date _____

Purpose of Exam _____

Early Registration Exam Deadline _____

When did you register for the exam? _____ Cost _____

Did you take this exam previously? ☐ Yes ☐ No

If "yes," why are you taking the exam again? _____

Attach documentation of payment for the examination.

Student-Athlete's Signature _____ Date _____

DEPARTMENTAL ADVISOR:

This exam is required for progress toward graduation in this student's program of study. By not taking this exam, the student will be ineligible to meet the requirements for awarding of a bachelor's degree in the major listed above. ☐ Yes ☐ No

COMMENTS: _____

Advisor's Signature: _____ Date _____

ATHLETICS ACADEMIC ADVISOR:

I support this student-athlete's request for taking the examination. ☐ Yes ☐ No

Athletic Academic Advisor's Signature _____ Date _____

ASSITANT AD FOR ACADEMICS APPROVAL: ☐ Approved ☐ Not Approved

Associate Athletic Director's Signature _____ Date _____

Deliver completed form and attachment(s) to Assistant AD for Compliance Mandy Thatcher.

Option Form

Completion of an Option and/or Concentration Certification form is required for student-athletes in selected majors (e.g. Interdisciplinary Studies, Biology, Communications/Journalism, Basic Business) so that their percentage-toward-degree can be accurately computed. Because this factor might affect your eligibility to compete in your sport, you should visit the Athletic Academic Advising Office and complete this form promptly, if requested by a coach or your Athletic Academic Advisor.

TENNESSEE TECHNOLOGICAL UNIVERSITY

MINOR AND/OR CONCENTRATION CERTIFICATION FORM

NAME _____

T NUMBER _____

MAJOR _____

SPORT _____

Due to the NCAA Satisfactory Progress Rule, a student-athlete must be enrolled in at least 12 credit hours per semester, which will count toward completion of a degree program. Therefore, in majors with options or in programs where the minor is not built-in, we must have the following information to determine compliance with the Satisfactory Progress Rule.

My minor is _____

OR

My concentration within my major is _____

My option within my major is _____

My chosen area in Health Sciences is _____

My preferred major in Engineering is _____

My preferred major in Business is _____

My area(s) of Emphasis is _____

Signature of Student

Date

Technology Help

- **What is my username, email, and password?**
 - Your username is assigned to you when you are admitted as a student. It will be used to access your TTU email account (Live@edu), online library databases, campus lab computers, iLearn, ResNet, wireless access, and Tech Tutoring GradesFirst.
 - From the TTU homepage (www.tntech.edu) select “Express,” then “Student Resources.”
 - Under Tech Tools, select “Information Technology Services.”
 - In the purple bar, select “Service Catalog.”
 - Select “Accounts and ID Management Services,” then select “TTU Domain Account,” to find your username.
 - To access your campus email account you must first reset the password.
 - To reset your password, in the purple bar, select “IDme Portal”
 - Select “Login.”
 - Visit the guide for additional help:
<https://its.tntech.edu/display/MON/Setting+up+TTU+Domain+Account?preview=/3377954/30507014/PortalGuard%20User%20Guide-FINAL-r3.pdf>
 - **If you have issues, call 931-372-3975 or go by the myTech Help Desk in Volpe Library Suite 256 (on the first floor --cubicles to the right of the entryway) to have your password reset before trying this process again.**
- **What is Eagle Online and how do I login?**
 - Through your Eagle Online account, you can access: your T #, scholarship information, student services (including registration, grades, bill payment, and financial aid information), available course sections, course catalog, transfer equivalencies, and calendar information.
 - To login to your Eagle Online account, you will need to know your student ID number (T#) and your personal PIN number.
 - *What if I forgot my PIN?*
 - When you get to the login page for Eagle Online, enter your User ID (T number) and select the Forgot PIN? button.
 - You can also call the “Reset Your PIN” number by going to the myTech Help Desk in Volpe Library Suite 256 or by calling 931-372-3975.
- **How do I connect to the wireless internet connection on campus?**
 - To connect directly to it use connect.tntech.edu and login with your TTU username and password.
 - Select “Register a Guest” and follow prompts.

- **What is iLearn?**
 - iLearn is a Learning Management System (LMS) that TTU has adopted to enhance online student learning. Many professors use iLearn to supplement the information covered in class. Some courses require students to take quizzes and tests online through iLearn as well.
 - How do I access my iLearn?
 - Go to <http://elearn.tntech.edu/d2l/home> to access your courses.
 - For support resources online go to <http://www2.tntech.edu/ilearn>.
 - For other issues dealing with iLearn, contact the myTech Helpdesk, 931-372-3975, or the Center for Innovation in Teaching and Learning (CITL), 931-372-3675
 - Student accounts are added to the system prior to the beginning of the semester, but you will not be able to see your courses until the 1st day of the semester. All courses are not taught using iLearn, so you need to check with your instructor to confirm that you will be using it for your courses. If the course section suffix is M10 or R50, it is designated as a completely online course and should be accessible through the TNeCampus (formerly RODP) website: <https://gotoclass.tnecampus.org/d2l/login>
 - To login, use your PC Lab account (this is the same username and password as your email account minus the @tntech.edu). If you have not set up your email account, please select the "change your initial password" link on the iLearn login page and reset your password. Your old password will be your T# (including the capital T).
- **Where are the Computer labs on campus and where can I print?**
 - Clement Hall 313 A
 - Johnson Hall 214
 - Henderson Hall 111
 - Brown 207 (for Engineering majors)
 - Library Learning Commons
 - UC 235 (small lab for student-athlete use only)
 - For Hours, Helpdesk information and more go to the following link:
 - <https://its.tntech.edu/display/MON/Lab+Hours>
- **Do you need help resetting your password?** Go to the myTech Help Desk in Volpe Library 256 or call 931-372-3975 (Hours M-F: 8am-4:30pm)

Free Tools for Students

Do you need a free copy of MS Office?

- Download a free copy of MS Office or upgrade your windows operating system for your personal computer (Windows or Macintosh).
- Visit <https://webapps.tntech.edu/e-academy/>

Research:

Google Scholar @scholar.google.com

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research. (From the site)

Many articles from TTU library will come up if Google Scholar is searched on the Tech campus

Writing:

Purdue OWL - Purdue University @<https://owl.english.purdue.edu/owl/>

The **Online Writing Lab (OWL)** at **Purdue University** houses writing resources and instructional material, and they provide many style guides including MLA, APA

These three sites provide the ability to generate a bibliography for MLA, APA, and Chicago style papers:

www.bibme.com

www.citationmachine.com (MLA is free—go to www.sonofcitationmachine.com for free APA)

www.easybib.com

Math Study/Help:

Purplemath @ <https://www.purplemath.com>

Purplemath contains practical algebra lessons demonstrating useful techniques and pointing out common errors. Lessons are written with the struggling student in mind (From the site)

Wolfram|Alpha: Computational Knowledge Engine

<https://www.wolframalpha.com/>

Wolfram|Alpha is more than a search engine. It gives you access to the world's facts and data and calculates answers across a range of topics (From the site)

Mathematics

Calculus & Analysis - Algebra - Plotting & Graphics - Geometry

Examples by Topic

Mathematics - Calculus & Analysis - Algebra - Physics - Engineering

Career Information:

Occupational Outlook Handbook @ www.bls.gov/ooh

Comprehensive career information

America's Career InfoNet @ www.acinet.org

Comprehensive career information

O*Net @ www.onetcenter.org

Comprehensive career information

Study Help: Note Cards

Coursenotes.com

Course notes—can use textbook titles to find text specific notes

Quizlet @ <https://quizlet.com>

Free learning tools, including notes for specific books & authors.

Studyblue @ <https://www.studyblue.com/> (Fee for advanced notes)

Includes study notes specific to TTU courses

Flashcard machine @ flashcardmachine.com--notes for courses in Spanish, French, English, Biology, Medical courses, History, Science, Psychology, Anatomy, Nursing

Free Books: (ebooks/audio books)

Project Gutenberg @ <https://www.gutenberg.org>

A digital library of free ebooks. Includes book listings, search engine, newsletter, articles and information on how users can help create more free ebooks. (From the site) Includes some audio books.

Medical Facts/Statistics:

National Institute of Health @ <https://www.nih.gov/>

Center for Disease Control @ www.cdc.gov/

Succeeding in Academic Courses

The most important thing you should remember: It is your responsibility to learn the material.

Attend class regularly – if you miss a class, arrange with a classmate to get a copy of the notes.

You will be expected to keep up with 1) **Readings**—textbook & supplemental materials as assigned, 2) **Lectures**, 3) **Assignments**— both presentations & written assignments, and 4) **Quizzes & Tests**

1. First step: Print & read the syllabus

Note *due dates* for reading assignments, test/quiz schedules, and supplemental assignments on the syllabus.

Print the *study guide(s)* and any *lecture outlines*—which may be *PowerPoint outlines/notes*.

Review the relevant study guide & lecture outline **before** each class.

2. Second step: Begin **active reading** of the assigned text material before each class—take reading notes & be sure to notice material associated with the study guide and/or lecture notes for the next class period.

3. Third step: **Lectures**—listen attentively & be sure to write *key words*, *dates*, *definitions*, *examples*, and any *figures* presented in the lecture. You may find annotating the available chapter outline works best, or you may find taking careful notes of the lecture works best for you. *Do not be afraid to ask questions to clarify your notes.*

If you have read the text before class and reviewed the lecture notes & study guides, you will have heightened awareness of these *key words*, *dates*, *definitions*, *examples* and any *figures*.

4. Fourth step: **after each class, review** the lecture notes & **annotate** *key words*, *dates*, *definitions*, and any *figures* associated with the study guide to ensure you have all of the pertinent information. Use your text reading notes and your lecture notes to do this.

Flashcards: Create flashcards—they allow you to test your level of retention & provide a quick overview of all the material.

Test yourself: Create your own test of the material--Practice quizzes help improve retention & clarify information.

Use online tools/resources: Many textbooks have accompanying study spaces—check the introductions of your texts, where publishers share information about their study spaces.

Use *StudyBlue*, *Quizlet* and other online resources for note cards, etc.

If you have a problem, be proactive—ask for help or get a tutor.

Ask questions: If you find that you do not have adequate information to understand the material/concepts or you have questions about the lecture or reading material(s), try to fill in gaps by asking other students or the instructor to clarify the information.

Test Prep: The best way to prepare for tests is to review reading & lecture notes daily.

FORM A STUDY GROUP: Meet with classmates to share notes so you are sure you have the necessary notes required for tests.

An investment of **TIME** each week is needed to succeed in the average academic class: **3. credit course: 1 to 2 hours of reading; 3 to 5 hours of homework/assignments; 3 hours for test prep**

FINAL EXAMS

Final examinations are held in all subjects at the close of the semester. Early examinations are not permitted.

EXAMINATION SCHEDULE FOR COURSES NOT COVERED:

Five-hour courses that meet five days per week will be scheduled at the appropriate time period. A course having its primary meeting or lecture on any single day and/or combination of days in the Tuesday/Thursday sequence will be scheduled to the appropriate TR examination period. All courses meeting on Tuesday and/or Thursday at a time not shown under the "CLASS PERIOD" should follow the TR time block which includes the meeting time for that course.

A course having its primary meeting or lecture on any single day and/or combination of days in the Monday/Wednesday/Friday sequence will be scheduled according to the appropriate MWF examination period.

Courses that cannot fit the stated schedule will be arranged individually by the instructor along with his Academic Dean and the Vice President for Academic Affairs.

Final examinations will be administered during the last class meeting for off-campus courses.

To determine when your final exam will meet:

1. Check your syllabus to see if your professor has indicated when your final will take place.
2. Check the final exam schedule. One is provided for you on the next page. Determine what time and day your class meets and find it in the chart. Out from the course's days/times you will find the day and time for that course's final.
3. If you're not entirely sure about when your final should be, ask your professor.

Tentative Fall 2020 Final Exam Schedule

(Check the online schedule during the final week of classes and confirm the exam dates with your professors.)

<https://www.tntech.edu/records/finalexamschedules.php>

Class Period	Days	Exam Day	Time
4:30-5:50	MW, MF, OR WF	Friday, December 4	6:00-8:00
9:05-10:00	MWF	Monday, December 7	8:00-10:00
9:30-10:50	TR	Monday, December 7	10:30-12:30
1:25-2:20	MWF	Monday, December 7	1:00-3:00
1:30-2:50	MW, MF, or WF	Monday, December 7	1:00-3:00
3:00-4:20	TR	Monday, December 7	3:30-5:30
Physics 2110, 2120		Tuesday, December 8	8:00-10:00
Accounting 2110, 2120		Tuesday, December 8	8:00-10:00
Math 1730		Tuesday, December 8	8:00-10:00
12:00-1:20	TR	Tuesday, December 8	10:30-12:30
1:30-2:50	TR	Tuesday, December 8	1:00-3:00
3:35-4:30	MWF	Tuesday, December 8	3:30-5:30
8:00-9:20	TR	Wednesday, December 9	8:00-10:00
10:10-11:05	MWF	Wednesday, December 9	10:30-12:30
Chemistry 1110		Wednesday, December 9	1:00-3:00
Physics 2010, 2020, 1310		Wednesday, December 9	1:00-3:00
12:20-1:15	MWF	Wednesday, December 9	3:30-5:30
7:30-8:55	MW, MF, or WF	Thursday, December 10	8:00-10:00
8:00-8:55	MWF	Thursday, December 10	8:00-10:00
11:15-12:10	MWF	Thursday, December 10	10:30-12:30
2:30-3:25	MWF	Thursday, December 10	1:00-3:00
3:00-4:20	MW, MF, or WF	Thursday, December 10	1:00-3:00
4:30-5:50	TR	Thursday, December 10	3:30-5:30
Night Exams			
6:00-8:50	F	Friday, December 4	6:00-8:00
3:00-5:50	T	Monday, December 7	3:30-5:30
4:00-6:50			
6:00-8:50	M	Monday, December 7	6:00-8:00
6:00-7:20	MW		
3:00-5:50	M	Tuesday, December 8	3:30-5:30
4:00-6:50	M	Tuesday, December 8	6:00-8:00
5:00-7:50			
6:00-8:50	T	Tuesday, December 8	6:00-8:00
6:00-7:20	TR		
6:00-8:50	W	Wednesday, December 9	6:00-8:00
3:00-5:50			
4:00-6:50	W	Thursday, December 10	1:00-3:00
5:00-7:50			
3:00-5:50			
4:00-6:50	R	Thursday, December 10	3:30-5:30
5:00-7:50			
5:00-7:50	T		
6:00-8:50	R	Thursday, December 10	6:00-8:00
7:30-8:50	TR		

Musts for the First Week of Class

1. **Attend ALL classes. Be on time. Sit up front.** Ask questions and participate.
- Make a good first impression. No food or drink. Turn your smart phone off.
2. **Bring a notebook** and take notes as if you will be tested on the information later.
3. **Study the syllabus.** (It could be available on iLearn – Step 6.) Highlight parts that you don't understand and ask the professor questions as soon as possible. **Note assignment due dates in your planner.**
Understand the course absence policy, especially if you will be in-season.
4. Write down the professor's name, telephone number, e-mail address, and office hours.
5. If possible, get the name, phone number, and e-mail address of one other student in each class.
6. **If there is an online component to a course (like iLearn), make sure you access, review it and check your TTU e-mail, before your next class. Knowing how to access and use iLearn during Week 1 is an essential university success skill to avoid falling behind.**
7. Make a list of textbooks and course materials. Bring these to your next class.

If you are in the WIN program, share this with your academic coach at your first meeting.

YOUR SCHEDULE

Fall 2018 Schedule

Course Number	Class	Day Time Room	Professor	Professor's Contact Info & Office Hours	Name of Another Student in Class	Student Contact Information

Responsibilities of Student-Athletes 2020-2021

You are ultimately responsible for maintaining your academic eligibility and making satisfactory progress toward graduation. The following are some specific guidelines with which you are expected to comply.

1. General Goals

- a. Register for 15 credit hours per semester and pass 15 hours. You must receive the permission of the Assistant Director of Athletics for Academics (ADAA) if you plan to carry fewer than 15 or more than 17 credit-hours.
- b. Attend every class when you are not traveling with your team; check iLearn daily; check TTU e-mail regularly; and represent Tech Athletics with integrity and pride.
 - i. Treat classes like practice time; respect faculty; and pursue academics like a fulltime job.
 - ii. Review each class syllabus and course iLearn site carefully, as contact information for the instructor, assignments, and other essential information are usually found there.
 - iii. Inform your professors of team travel dates in advance of travel and complete assignments as early as possible. Arrange to have a fellow student take notes for you.
- c. Communicate frequently with your instructors, especially if you are being challenged academically.
- d. Request a tutor through GradesFirst or ask a member of the Athletics Academic Advising staff for tutoring assistance when you begin to feel you are getting behind in a course.
- e. Undergraduates must be continuously registered for 12 credit-hours and graduate student-athletes for 9 graduate credit-hours by the end of the first week of the semester, in order to participate in Tennessee Tech intercollegiate athletic programs.

2. Choosing or Changing a Major

- a. You **must** declare a major before starting your 5th semester.
- b. You **must** see an Athletic Academic Advisor (AAA) before you change your major because you must be registered in a major in which you meet NCAA rules for athletic participation.

3. Scheduling

- a. Meet with your major/primary advisor during the early advisement period and ensure you and your advisor are aware of your practice times and team travel limitations for the upcoming semester.
- b. Acquire an Alternate PIN from your departmental academic advisor prior to Registration Week.
- c. Clear all holds (e.g., traffic fines, overdue loans) before your Early Registration date or Confirmation deadline. Those students who do not comply with Early Registration instructions will answer to their coaches or the Assistant Athletics Director for Academics and Student-Athlete Welfare.
- d. Confirm your schedule before the Confirmation deadline so that your schedule is not purged and you do not have to re-register for a less desirable schedule.

4. Adding, Dropping, and Repeating Courses

- a. All schedule changes **must** be approved by an AAA.
- b. The ADAA, your coach, and your departmental advisor must sign your Drop Form before you may drop a course after the first week of classes. However, before a scholarship student-athlete may withdraw from a course, a TTU Athletics Request to Withdraw from a Class must be completed. Detailed justification for the withdrawal must be provided and the request must be approved by a committee appointed by the Director of Athletics. **If there is a record of poor attendance or failure to utilize tutoring, either the student-athlete or the head coach will be held financially accountable for the lost tuition and fees.**
- c. You may not repeat a class that you previously passed without consulting the ADAA. Our mutual goal is to move the student-athlete toward graduation as efficiently as possible.
- d. Courses that do not count in your program of study must be approved by the ADAA. Once again, our mutual goal is to move the student-athlete toward graduation as efficiently as possible. Second degrees, extra academic minors, licensure endorsements, or additional courses that might enhance a student's graduate school application resume are not the responsibility of the Department of Athletics and will be approved on a case-by-case basis.
- e. You must get permission by the ADAA and a committee appointed by the Director of Athletics. before registering for **ANY** online course. **The Department of Athletics will not pay for Regents Online Degree Program (RODP/-R50) or TN eCampus courses, unless specifically approved by the head coach, ADAA, and** a committee appointed by the Director of Athletics.
- f. Inform your Athletic Academic Advisor of all schedule changes if on a Book scholarship.

5. Tutoring

- a. Student-athletes may schedule tutoring for any time during Athletics Study Hall via their GradesFirst accounts. We encourage student-athletes to use University resources, as the Volpe Library Tutoring Center recently has expanded tutor availability significantly. Additionally, departmental tutoring centers (e.g., Chemistry, Business, and the Engineering Student Success Center) provide excellent academic support in their respective areas.
- b. The Department of Athletics will not pay for tutoring that has not been pre-approved by the Athletics Academic Advising staff. Permission must be requested to receive any tutoring outside of Athletics Study Hall. **Do not begin Athletics-compensated tutoring outside of Athletics Study Hall without pre-approval.**
- c. You must provide at least 12 hours notice to cancel a tutoring session. You will be billed for one hour of tutoring for each missed tutoring session.

6. Study Hall Expectations

- a. Athletics Academic Advising Office personnel provide weekday and evening study halls. There typically will be tutors for Mathematics and Biology during evening study hall. Student-athletes in the WIN program are expected to attend these study halls to meet their weekly, coach-assigned targets, unless alternate arrangements are made with the head coach.
- b. Basic Study Hall Rules.
 - i. You are responsible for logging in and out of study hall. Do not expect study hall credit if you fail to meet that responsibility.
 - ii. Show up prepared to do meaningful study. If you don't have anything to study, sign out and return when you do have work to accomplish.
 - iii. If you will need a laptop, bring a laptop. You may sign out of study hall to acquire a laptop from Athletics or the Volpe Library.
 - iv. Cell phones should be out of sight. If you must use your phone for personal business, log out of study hall and use your phone in the hallway. Any use of smart phones in study hall will require approval of the study hall supervisor.
 - v. Headphones and ear buds are not permitted in study hall. If you need to watch a video for class, you must ask the study hall supervisor for permission and sit on the front row.
 - vi. If you are using a laptop or smart phone at study hall, you must sit in the front half of the study hall. If you are caught watching non-academic videos or are on social media, you will be asked to sign out of study hall for that day.
 - vii. Don't be a distraction to others. You will be warned once and then be asked to leave.
 - viii. Obey the study hall supervisor. The supervisor has a direct line to your head coach. Disrespect of the supervisor will result in ejection from study hall.
 - ix. Food is not permitted at study hall. Covered drinks may be permitted.

7. Excerpts from 2020-2021 Undergraduate Catalog

- a. Undergraduate Degree Requirements. *Each student is personally responsible for completing all requirements established for his or her degree by the University, college, and department. It is the student's responsibility to inform himself or herself of these requirements. A student's advisor may not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with appropriate approval.*
- b. Filing of Application for Graduation. *All candidates for an undergraduate degree must file an application for graduation no later than the deadlines provided:*
 - i. *For students planning to graduate in the spring semester, the graduation application must be filed no later than September 1 of the previous year.*
 - ii. *For students planning to graduate in the summer semester, the graduation application must be filed no later than December 1 of the previous year.*
 - iii. *For students planning to graduate in the fall semester, the graduation application must be filed no later than May 1 of that year.*
- c. Class Attendance. *A student is expected to attend each meeting of every class for which he/she is registered...Regular class attendance is a definite part of the total performance required for the satisfactory completion of any course, and an unsatisfactory attendance record may adversely affect the final grade recorded for the course. Unsatisfactory class attendance may result in the student receiving a grade of "F." A student who is unable to return to classes due to an emergency or serious accident should notify the Office of Student Affairs. A student who cannot avoid an absence from a class for any other reason is expected to*

assume the responsibility of explaining his absence to the instructor and for making arrangements to complete the work missed. **Tardiness is recorded as an absence.**

- d. **Student Responsibility.** *Students are responsible for the proper completion of their academic programs; for familiarity with requirements of the University Catalog under which they intend to graduate; for maintaining the grade average required; and for meeting other degree requirements. A student may receive counsel from an academic advisor; however, the final responsibility remains that of the student.*
- e. **Disability Services.** *The Accessible Education Center is designed to assist students with disabilities in their educational development and vocational outcomes. The program provides direct assistance in appropriate classroom accommodations, creation and maintenance of an accessible physical environment, access to technology equipment, and encouragement of independence. Students with disabilities are urged to come by the Accessible Education Center in Room 112, Roaden University Center, to discuss their educational plans and special needs. Documentation of a disability [e.g., IEP or 504 Plan] by professionals is necessary in determining the level of assistance that might be useful.*
- f. Visit the Accessibility Education Center or see Ms. Leveda if you have questions.

8. Summer School

- a. Obtain written approval to attend classes at an institution other than TTU. See an AAA for details.
- b. Only student-athletes on athletic scholarships for the most recent academic year can apply for summer semester athletic scholarships. Priority will be given to student-athletes who require summer school for eligibility, who request classes to facilitate early graduation, and who have complied fully with the academic responsibilities outlined in this document.
- c. A student-athlete can be held financially responsible for any summer courses that are dropped or failed, unless all classes have been attended, all assignments completed on time, and the student has not violated any academic policies of Tennessee Tech, as outlined in the Tennessee Tech University Catalog, TTU Student Handbook, and TTU Student-Athlete Handbook.

9. 5th-Year Scholarships. 5th-year athletic financial aid is not guaranteed. It is a privilege.

- a. Only student-athletes on athletic scholarships for the most recent academic year, and whose eligibility has been exhausted, can apply for 5th-year scholarships. 5th-year applications must be submitted prior to June 1.
- b. A student-athlete can be held financially responsible for any 5th-year courses that are dropped or failed, unless all classes have been attended, all assignments completed on time, and the student has not violated any academic policies of Tennessee Tech, as outlined in the Tennessee Tech University Catalog, TTU Student Handbook, and TTU Student-Athlete Handbook.
- c. In lieu of special circumstances, recipients of 5th-year aid will work in the Department of Athletics for the weekly number of hours computed as follows: (% of full grant per semester) x (20 hours) = Required weekly hours. 5th-year athletic aid will be awarded for one semester. It may be renewed, if needed, following satisfactory completion of the initial semester.

10. Tennessee Tech Athletic Financial Aid Agreement. Institutional aid based on athletics ability may be reduced or cancelled in accordance with NCAA Rule 15.3.4 and TTU Policy 907. NCAA rules also allow for cancellation or reduction based on violation of written athletic policies. These policies are as stated below.

- a. **Academic Effort.** Athletic aid may be cancelled if a student-athlete:
 - i. Misses more than 10% of classes for unexcused absences per semester.
 - ii. Does not adhere to the WIN program guidelines (e.g., failing to meet WIN-related requirements more than three times (unexcused) per semester).
 - iii. Is found guilty of any type of academic fraud or cheating.
- b. **Drug Test Result.** Athletic aid may be cancelled if a student-athlete tests positive (NCAA required test or otherwise) for any substance banned by the NCAA.
- c. **Social Behavior**
 - i. Athletic aid may be cancelled if a student-athlete is convicted of a felony or misdemeanor.
 - ii. Aid may be reduced if a student-athlete has received two citations in writing from either the head coach (and approved by the Athletics Director) or from the Athletics Director directly for inappropriate behavior that results in embarrassment to the team, the Athletics Department, or the University.
- d. **Special Circumstances.** Aid may be reduced if a student-athlete violates a written clause in a renewal contract that is within NCAA and OVC rules and has been approved by the Athletics Director for inclusion, due to circumstances believed to be in the best interest of the student-athlete.

11. **Book Return Policy.** For student-athletes who are receiving Athletics Book Scholarships:

- a. Books are due back in good condition (i.e., a condition such that the books can be reissued, as determined by the Assistant Director of Athletics for Academics) by the end of Finals Week of the semester in which they were issued to you. If any books are not returned by the end of Finals Week or are not returned in good condition, your head coach will be informed **within the next week**.
- b. If the head coach's efforts to have you return or replace the books **no later than two weeks from the end of the semester**, your student account will be debited the replacement value of the books. Once a charge is assessed, it will not be removed.
- c. More textbooks are moving to a rental only option. If Athletics incurs any charges or fees due to late rental returns, or damaged books, the student-athlete's account will be charged to reflect those fees.

I have read, understand, and realize that I am responsible for complying with the policy guidance contained in the *Responsibilities of Student-Athletes 2020-2021*, University Catalog, and TTU Student Handbook.

Printed Name

Signature

Date