



# *Academic Guide*

LANGUAGE

**OFFICE OF STUDENT SUCCESS  
2024 - 2025**

# TSU BUILDING CODES

As you view your schedule, you will see some building abbreviations that may need to be clarified. Here's a list of building names that you may find on your schedule.

- AGR** - Lawson Hall
- AITC** - AG Information Tech Center
- AWC** - Avon Williams Downtown Campus
- BC** - Holland Hall
- BDL** - Brown Daniel Library
- BPSA** - Strange Music Building
- CLH** - Clement Hall
- HSB** - Health Science Building
- HUM** - Humanities Building
- FWAC** - Westbrook Agricultural Complex
- CHM** - Boswell Complex
- ED** - Clay Hall
- EH** - Elliot Hall (Women's Building)
- ET** - Torrence Hall
- GC** - Gentry Center
- GRD** - Crouch Hall
- HEN** - Humphries Hall
- HLLRC** - Student Success Center (Love Resource/LRC)
- HH** - Harned Hall
- IND** - Tom Jackson Building
- JNMH** - McCord Hall

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# REMINDERS

## FOR FIRST-TIME STUDENTS

### General Transcript, Dual Enrollment & Test Score Information

- Send official documents to the Admissions Office.
- Keep a copy of unofficial test scores and transcripts to share with your advisor in the Office of Student Success.
- Students with dual enrollment credit must send official college transcripts to Admissions to receive an official evaluation from the Records Office. It may show on your high school transcript, but TSU needs the final college transcript to award credit for a college class taken at another school.

### AP / IB Courses and Scores **[CREDIT BY EXAMINATION]**

- Taking AP or IB courses will not qualify you for exemption from a specific course. For example, simply completing AP Biology will not allow you to bypass General Biology (BIOL 1110) at TSU. Your **exam score** qualifies you for credit in certain courses. More information can be found in the [current catalog](#) or [here](#).
- Although all scores are submitted to Admissions, the Records Office evaluates AP and IB scores. **High ACT/SAT scores may qualify for credit, too.**

### Email and Office Hours Courtesy

- Please allow 48 business hours for email responses from all offices and be familiar with TSU's summer office hours policy.
- You should also view contact pages to know how to connect and when.
- Follow the chain of command with every office and department. For help in the OSS, please talk with your advisor first. If a resolution is not reached, email the Director.
- When addressing concerns about courses, email your instructor. If a resolution is not satisfied, email the Department Chair.
- Always include your T-number and major in all emails.
- You can learn **office differences to reduce frustration and delay** when you need an answer fast.

# MY CLASSES MEET ON WHAT DAYS?

## Most Common Multi-Day Combinations

**MW** - Monday and Wednesday

**TR** - Tuesday and Thursday

## Other Multi-Day Combinations

**MWF** - Monday, Wednesday, and Friday

**MTW** - Monday, Tuesday, and Wednesday

**MWR** - Monday, Wednesday, and Thursday

**MTWR** - Course meets Monday through Thursday

## Single Meeting Days

**M** - Monday

**T** - Tuesday

**W** - Wednesday

**R** - Thursday

**F** - Friday

**S** - Saturday

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

When you first come to TSU, you may hear people using terms you aren't familiar with. To help with your transition as a first-year or second-year student, please read through the following common terms used at TSU.

**Academic Advisor:** See the term "Advisor."

**Academic Calendar:** The academic calendar is a list of important dates for the school year and includes fall, spring, May and summer term dates. You will find add/drop dates, holidays and breaks, withdrawal deadlines, reading day, and exam dates.

**Academic Department:** A unit within a college representing a discipline. For example, the Department of Sociology is in the College of Liberal Arts.

**Academic Good Standing:** An indication that a student meets or exceeds minimum academic requirements to be enrolled at the University.

**Academic Probation:** See Academic Recovery

**Academic Recovery:** A status that indicates a student is in academic difficulty and has lost good academic standing. There are two categories of Academic Recovery Students:

**Academic Probation:** Students are placed on Academic Probation when either their cumulative grade point average (GPA) falls below the minimal acceptable level after grades are calculated. Students who do not improve their GPA after being placed on probation will be placed on academic suspension.

**Academic Suspension:** An indication of inefficient academic performance. The process of denying enrollment to a student for a set length of time when the student has not been able to meet the academic standards. For more information, click [here](#).

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Academic Success Center / AARC:** The Academic Achievement & Retention Center (AARC) comprises Tutoring, the Reading Center, the Mathematics Center, and the Writing Center. Additionally, the AARC has success coaches and retention specialists to assist with early alert, Mini-semester, probation, and suspension needs.

**Academic Suspension:** See Academic Recovery

**Advisor:** Your advisor is the person who helps you make decisions about courses you need to take to graduate, refer you to help on campus when you need it, answers your questions about college, and explains college policies. You'll need to meet with your advisor before each term for which you plan to register at TSU. At TSU, there are two types of advisors:

**Freshmen Advisor in the Office of Student Success:** OSS Advisors are assigned to new first-time, readmit, and continuing freshmen. These advisors assist with your transition to your second term or second year to support your transition to the academic department.

**Faculty or Department Advisor:** Advisors within your academic department are assigned to students with 30 or more credits. These advisors help you understand department opportunities, upper-division requirements, and internship/job opportunities within your chosen career path.

**Accreditation:** Recognition granted to schools and colleges by interested professional agencies upon examination by groups of visiting professionals based upon objective standards. An accredited school or college has measured up to the standards of quality imposed by professional groups and accrediting agencies.

**Add & Drop:** You can add and drop a class only during open and late registration. You can withdraw from a course after late registration has ended.

**Advanced Placement (AP):** See Prior Learning Credit

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Bachelor's Degree:** College degree usually awarded after four years of prescribed study in a major area. TSU awards a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), and Bachelor of Business Administration (B.B.A.).

**Block Scheduling:** A scheduling method sometimes used for First-Time Freshmen. Advisors create student schedules in a cohort for the first semester only. This allows students to create a community within their major.

**Bursar, Office of the:** The office responsible for ensuring that student accounts are accurate and paid in a timely manner. This office assists in maintaining a single record of school-related charges and payments for tuition, room, board, fees, and other miscellaneous items (i.e. deposits, supplemental examinations, etc.).

**Co-Requisite:** A course that must be taken together with another. For example, BIOL 2211 (Lab) is a co-requisite to BIOL 2210 (Lecture). The OSS Resource and Advisement pages explain how to resolve a co-requisite error when registering.

**College:** Part of the university offering a wide selection or a specialized group of courses leading to a variety of degrees. A large body of faculty who has a common purpose or common duties in instruction, research, scholarship, and public service that grants bachelor and graduate degrees. TSU's colleges are as follows:

[Agriculture](#)

[Business](#)

[Education](#)

[Engineering](#)

[Health Sciences](#)

[Liberal Arts](#)

[Life and Physical Sciences](#)

[Public Service](#)

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Concentration:** A specific focus within a major. For example, English majors may choose to concentrate in either the standard curriculum or teacher licensure.

**Course Load:** The total number of credit hours taken in a semester. For example, the average course load for any semester is 15 to 16 credit hours. Students registered for at least 12 hours are considered full-time.

**Course Number:** The course number is used to specify a particular section of a course, that is, a section that is taught at a particular day and time. A first-year biology lab, for example, may be taught in multiple time slots on multiple days. The course number you choose will decide which of these times you will attend class and where.

**CRN:** The course registration number (CRN) is a 5-digit number assigned to a specific course.

**Cumulative GPA:** The cumulative GPA is the average of all quality points divided by all course credits attempted during any time at college. See quality points for how to calculate GPA.

**Curriculum:** The total program of courses required for a degree in a particular subject.

**Credit Hours:** Generally, the number of hours a course meets each week determines its worth in credit hours.

**Deans:** The administrative department head of a school, college, academic related unit, or student related unit within the University. Academic related deans report to the Provost/Vice President for Academic Affairs.

**Degree-In-Three:** A program that allows students to finish a four-year curriculum in three years. Use of Mini-Semesters help students achieve this goal. To learn more about this program, click [here](#).



# DEFINITIONS FROM A TO Z

**Degree Map & Degree Works:** Degree maps are documents that contain the courses you need for graduation, department information, and your career. Degreeworks is a tool students can use to see degree progress and the remaining courses and credits needed to graduate.

**Department Chairs:** Persons in charge of providing administrative and academic leadership for a department within the University (i.e. the Department Chair of the Art Department). Department Chairs determine course capacities.

**Dual Enrollment Credit:** See Prior Learning Credit

**eCampus Course, Tennessee:** Course sections that are offered online that are administered by the Tennessee Board of Regents System. These courses are designated by having a section number that begins with the letter "R." (Examples: R01, R25, R50, etc.) These courses have additional fees and require permission. Additionally, they are not accessed through eLearn like traditional TSU online courses.

**Elective:** A course that is accepted toward fulfillment of credit for a degree but may or may not be required for that degree. It is so termed because a student "elects" or chooses to take the course. Some majors have room in their degree program for elective classes. Electives are an opportunity for you to study something that interests you outside your major or fulfill requirements for a minor.

**Evaluation:** Any credit for academic work completed at another institution and transferred to TSU must be evaluated in terms of the requirements of TSU. Such evaluation is done by the Records Office only.

**Faculty Advisor:** See Advisor.

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Finish in Four, 15 to Finish:** Also known as the "Take 15" initiative, this is where students are encouraged to take 15 or more credits to graduate in four (4) years.

**Full-time Student:** A student who registers for 12 or more credits in a given semester.

**General Education Requirement:** Core requirements to earn a baccalaureate (bachelor's) degree. It is a pattern of courses that students complete, regardless of their major, to ensure that they have a broad educational experience. For more information, visit the Undergraduate Academic Catalog.

**Grade-point average (GPA):** A student's grade-point average may be computed numerically by dividing the number of quality points earned by the number of hours of coursework attempted.

**Hold:** A hold prohibits you from performing an action like registering for classes or requesting a transcript. Before a hold is lifted, there may be conditions that you have to meet to have it lifted. The OSS, Bursar, Student Health Center, Parking, and Admission offices all may have holds that may affect freshmen. The A6 (freshman advisement hold) is for students with 0-29 earned credits. Your assigned advisor will lift the A6 hold when you complete advisement for the upcoming term. If you are in your first semester at TSU, it will not be lifted until you have satisfied the advising requirements to register for your second term.

**International Baccalaureate (IB):** See Prior Learning Credit

**Lab Course:** See Co-Requisite

**Learning Support Workshop:** A college-level course for first-time freshmen to enhance mathematics, reading, and writing skills. Entrance test scores (ACT and SAT) are used to determine eligibility for these courses. If students do not submit any test scores, they will be automatically enrolled in these courses in their first term. Click [here](#) for more information.

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Lower Division (LD) Course:** A general term describing the first two years of college or courses taken in the first two years of college. For example, LD courses are on the 1000- or 2000- level and cover introductory content.

**Major:** Concentrated study in a subject area of special interest. A full list of majors and programs of study can be found [here](#).

**Matriculation:** Enrollment in the university or a particular college or school. This includes payment of fees.

**Mini Semesters:** A special semester or term where classes are offered in an abbreviated timeframe, like 1 week or 4 weeks. More information can be found [here](#).

**Minor:** The academic area in which one places special emphasis as a secondary specialization.

**MyTSU:** Online portal for official info like semester course schedule, unofficial transcript, registration, Degreeworks, financial aid, and billing.

**Part-time Student:** A student who registers for fewer than 12 credit hours in a given semester.

**Prerequisite:** One or more courses that must be completed or other knowledge, skills, or standards that must be demonstrated before a student is permitted to take certain courses. Prerequisites (if any) for a course are listed in the Undergraduate Catalog. For example, ENGL 1010 is a prerequisite for ENGL 1020. In other words, you cannot take ENGL 1020 until you have successfully passed ENGL 1010.

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Prior Learning Credit:** Denotes coursework that was completed before admission to college. This may include credit earned from Dual Enrollment, Advanced Placement (AP), or International Baccalaureate (IB). A final test is required to determine credit for AP or IB, while a college transcript is used to determine credit from dual enrollment. See [current catalog](#) for more prior learning credits, including ACT and SAT.

**Records Office:** This office is responsible for maintaining student records, administering policies and procedures, and maintaining class schedules, and course enrollment information. The Records Office verifies degree completion before a student can graduate and officially evaluates transcripts.

**Registration:** The act of signing up for classes on the Web (MyTSU). For assistance, click [here](#).

**RODP Course:** See eCampus Course

**Semester or Term:** Semester and term are used to identify the formally designated period during which classes are scheduled. The fall semester begins in August, the spring semester begins in January, and the summer semester begins in May.

**Semester Hour of Credit:** A semester hour is a unit of academic credit. A student, for example, must earn a minimum of 120 semester hours in order to graduate. The number of hours earned in a given semester is the measure of a student's academic load. A normal load ranges from 12 to 18 semester hours of work. The hours of credit of various courses are indicated in the catalog.

**Summer Completion Academy:** A program for first-time freshmen to complete a learning support requirement before their first semester. More information [here](#).

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

# DEFINITIONS FROM A TO Z

**Syllabus:** A course outline provided by the instructor that delineates course requirements, grading criteria, course content, faculty expectations, deadlines, examination dates, grading policies, class attendance requirements, and other relevant course information.

**T-Number:** Unique nine-digit number generated for students upon admission to the university. This number is used to look up student files and information.

**Transcript:** The official record of a student's coursework maintained by the Office of Records.

**UNIV 1000:** Service to Leadership course for first-time freshmen and new students with less than 60 credit hours. The course introduces the university and provides a service opportunity for students to accrue service hours. Students also complete an educational plan and learn how to navigate college.

**UNIV 1020:** Also known as Academic Success Strategies, this course is mandatory for students who have been placed on academic probation or are returning from suspension.

**Upper Division (UD) Course:** A general term describing the third and fourth years of college (an upper-division student) or courses taken in the last two years of college (upper-division courses). For example, UD courses are numbered in the 3000 and 4000-level, covering more in-depth content.

**Withdrawal:** Occurs when a student decides to remove themselves from a class after the add/drop period is over, which is also the end of late registration. Students who withdraw before the withdrawal deadline receive a W on their transcript. To talk about withdrawing, please contact your academic advisor and financial aid counselor before you withdraw.

OFFICE OF STUDENT SUCCESS

**2024 - 2025**

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS