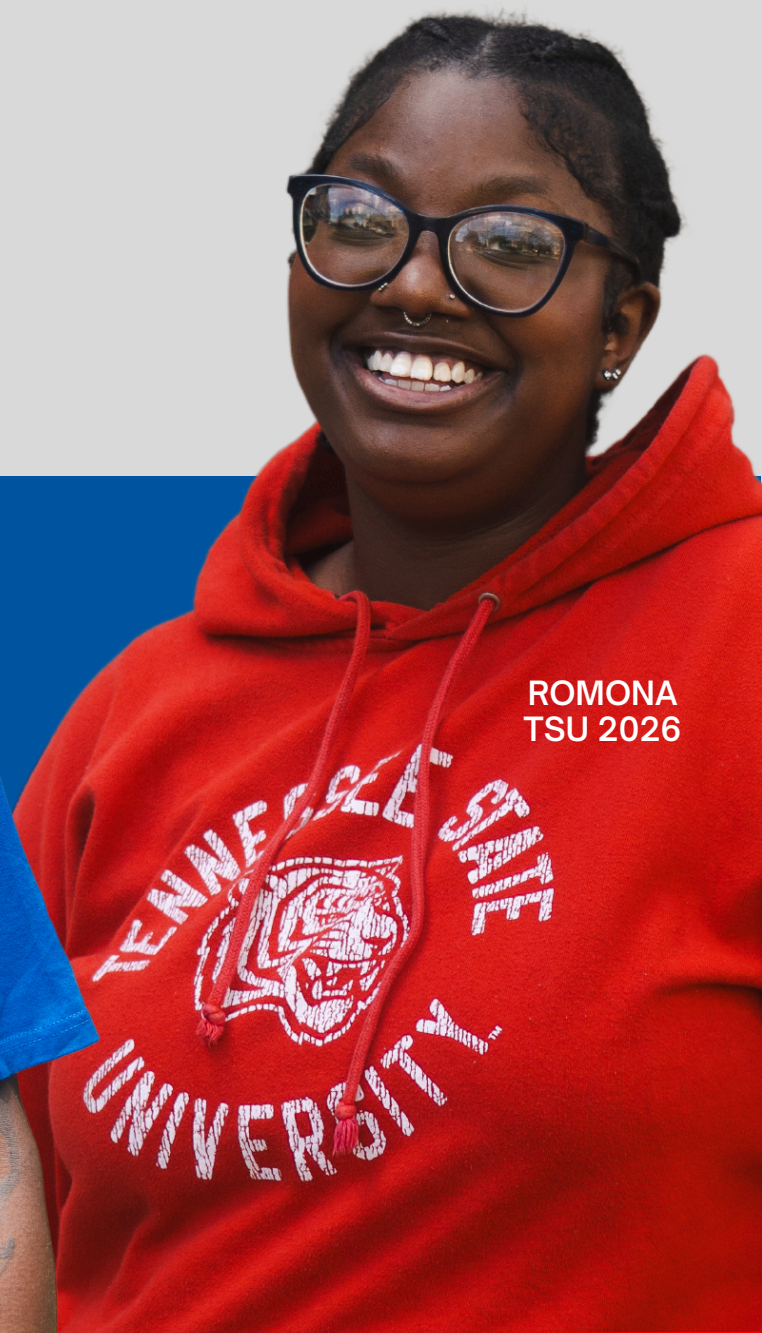


Office of Student Success  
FRESHMEN ADVISEMENT



2024-2025

# ADVISING FAMILY GUIDE

# Advising at a glance

## SEMESTER 1

### August

- Freshmen Welcome Week
- First Week Success Network

### September

- Advising Appointments (through Oct)
- Pre-Registration Advising (through Oct)
- Success First Sessions & Events (through Nov)
- Freshmen Convocation
- Early Alert (alerts are based on class attendance and performance)

### October

- Midterm Exams
- Withdrawal Deadline (for classes and the University)
- Homecoming
- Fall Break

### November

- Register for the next semester
- Thanksgiving Break
- Last Day of Classes

### December

- Final Exams
- Final Grades Post (determines your GPA, earned hours, and classification)



Stay connected! There's no TSU without U!

## Semester 2 Overview

- Pre-Registration Advising (through March)
- Monthly Success First Sessions & Events (through April)
- Freshmen Transition (April)
- Advising Appointments (through March)

All event information is typically listed on our Instagram, Contact, FTF, and Advisement pages.



# YOUR WHY >> >> >> 2028 or Earlier

## Purpose Complete Your Degree

Two Ways to Complete:

1. **On-Time** = Attempt and earn 15 credit hours each term to graduate in 4 years
2. **Accelerated** = Gain your degree in 3 years by earning 15 credits each term and participating in mini semesters/part of terms. You can also get ahead if your major participates in Degree In Three.

## Path Navigate Your Way

The college experience is meant to be fun and meaningful. Don't go by what you hear. Chart your own path with tools like:

1. **Undergraduate Catalog** = academic policies and degree requirements, including general education core and recommended classes by term
2. **Academic Calendar** = deadlines, registration dates, holiday breaks, and other important information to help you prepare your fall, spring, and summer plans
3. **Academic Language Guide** = cheat sheet on our Resources page for building codes and terminology on your schedule.

## Pace Keep Your Momentum

Advising is more than registering for courses. Your advisor has established checkpoints to help you set your pace and create academic, career, and life goals.

1. Pre-Orientation Virtual Sessions
2. New Student Orientation Advising
3. Welcome Week and First Week Advising Events
4. Pre-Registration Advising (Individual Appointments and Group Sessions by Major)
5. Success First Series (year-round sessions for students and parents/guardians)

# YOUR TEAM

## The Office of Student Success

We advise:

- new students who recently graduated from high school
- current students with less than 30 credit hours
- readmits who are returning to TSU with less than 30 credit hours
- new transfers who are transferring with less than 30 credit hours

The OSS is the designated freshmen advising unit at TSU.

New freshmen are registered by an advisor in the OSS for their first term at TSU, but students will self-register for their second term. Your financial aid can be impacted if you do not register correctly. Get advised during pre-registration and connect with your advisor in the OSS early and often.

## DISCOVER **YOU** AT TSU



with Your CARE Network & Support Team

1. Office of Student Success
2. First Year Experience
3. First-Generation YOU First Team
4. Office of Disability Services
5. Academic Achievement & Retention Center  
(Tutoring, Learning Support, and Retention)
6. Office of Student Activities
7. Women's & Men's Centers
8. Financial Aid / Bursar / Records
9. International Affairs & Study Abroad
10. Athletics Academic Advising Services
11. SMART Center (eSports, etc.)
12. Service Learning & Civic Engagement  
(community service, etc.)
13. Honors College
14. Faculty and Department Support



# YOUR ADVISOR

## FRESHMEN ADVISOR

During your first year and/or until you earn 30 credit hours, you are assigned an advisor in the Office of Student Success. After earning 30 credit hours, you will transition to a faculty advisor in your academic department.

### Your advisor will...

1. Help you navigate college and develop academic, life & career goals
2. Lift the freshman advisement (A6) hold after you are advised during pre-registration advising in September and/or February
3. Provide in-person and virtual opportunities to connect

## WHEN TO SEE YOUR ADVISOR

1. **Pre-Registration Advising** begins in September (fall term) and February (spring term). Requirements will be shared in your UNIV 1000 class and at [www.tnstate.edu/advisement](http://www.tnstate.edu/advisement)
2. The **Success First Series** is a monthly session for students and parents/guardians discussing important dates/deadlines, events, and things you need to know. Visit [www.tnstate.edu/ftf](http://www.tnstate.edu/ftf)
3. **Anytime** you need to! While appointments help us prepare, you can drop in, too! Visit [www.tnstate.edu/contactoss](http://www.tnstate.edu/contactoss) for contact info.



# THINGS YOU NEED TO KNOW

## Course Program of Study (CPoS) and Financial Aid

- If you are receiving aid, you can lose it!
- Aid includes scholarships, loans, and tuition discounts.
- Avoid delays by visiting and emailing the right office(s) based on the aid type. Every question is not for the Financial Aid Office. Talk to the office that offered your scholarship or discount when needed.
- Changing your major at the wrong time can affect your aid.
- Courses that do not align with the requirements for your major (including general education) can affect your aid. Know your **Course Program of Study (CPoS)**!
- Not earning 15 hours each semester can determine if you will continue to receive some aid types.

## Your credit hours matter.

- An advisor registers you for 15 or more credit hours your first semester to align with the **Take 15 Initiative** and your CPoS.
- There's a difference between Attempted and Earned credit hours. You are not a sophomore until you earn 30 credit hours. Our FAQs explain this difference.
- Talk to your academic advisor in the OSS and your financial aid counselor **before you drop a class**; it can impact your scholarship and other aid.
- You will self-register for your second semester.



## Academic Language Guide

- It's hyperlinked on the OSS Resources page.
- The purpose is to help you understand your schedule, acronyms, building codes, and other terminology.
- View all other critical information for academic policies and terms in the Undergraduate Catalog.



# THINGS YOU NEED TO KNOW

## Online Classes

- TSU Online classes can be accessed using eLearn, and TN eCampus courses can be accessed through a separate portal. Use our FAQs to learn more.
- When it's time to self-register for the second semester, you will need to know the difference to avoid additional fees.

## Professional Etiquette & Your Syllabus

- Bring your laptop or tablet to advising sessions.
- Go to Career Fairs even if you're not looking for a job. It'll help you know what to expect when you're ready.
- Speaking of ready...Remember, freshmen are often selected for internships and study abroad opportunities.
- In emails, always include your name, major, T-number, and a screenshot if you need to resolve an error or restriction.
- Everything about your class and instructor expectations is in the syllabus.

## EAB-Navigate Advising

- Download the app to make advising appointments, connect with advisors and instructors, see instructor alerts, and view your grades. You can also access it on our Advisement page.



*This journey is what you make it!  
You got this, and we got you!*





Scan QR  
codes or visit  
web links

# CONNECT with the **OSS**



First-Time Freshmen  
(FTF Advising)  
[www.tnstate.edu/ftf](http://www.tnstate.edu/ftf)



Resources &  
Registration  
[www.tnstate.edu/ossresources](http://www.tnstate.edu/ossresources)



FAQs  
[www.tnstate.edu/advisingfaq](http://www.tnstate.edu/advisingfaq)



Contact Advisors  
[www.tnstate.edu/contactoss](http://www.tnstate.edu/contactoss)  
Email the advisor assigned to your major



General Advisement  
[www.tnstate.edu/advisement](http://www.tnstate.edu/advisement)

## MAIN CAMPUS

Clement Hall  
Main Entrance, 3rd Floor  
[advisement@tnstate.edu](mailto:advisement@tnstate.edu)