



JONES COLLEGE of BUSINESS

Advising Syllabus

Mission Statement

The Jones College of Business Advising Center promotes student success and retention through engagement activities; guides students in the decision-making process for attaining educational, career, and personal goals; assists students with academic planning to facilitate graduation; and makes internal and external referrals when necessary.



Graduation Goal

Jones College 1st Semester: _____

Graduation Term/Year: _____

Academic Advising Description:

Advisors are a critical resource for students, guiding them through academic policies and procedures to ensure timely graduation. They work closely with students to help them plan and achieve their educational goals. Well-informed about the institution's resources, academic advisors provide appropriate referrals and support to students. The primary goal of academic advising is to support students' academic success and personal development, helping them navigate their educational journey and prepare for their future careers.

Academic Advisor Responsibilities:

- Foster a supportive and encouraging partnership between student and advisor.
- Encourage and guide students to define and develop realistic educational goals.
- Empower students to take responsibility for their own academic success.
- Stay informed of and accurately communicate university/college/program requirements and policies.
- Be available for appointments during office hours.
- Stay knowledgeable of MTSU resources and make referrals when appropriate.

Advisee Responsibilities:

- Communicate professionally.
- Regularly schedule and attend appointments with your academic advisor.
 - Cancel the appointment if you know you are no longer available.
 - Call the office if you will be checking in late, as you may need to be rescheduled.
- Before the appointment, review major/program policies and requirements using DegreeWorks via PipelineMT or the MTSU Undergraduate Catalog and make a list of questions and/or concerns.
- Keep a record of your academic progress using your upper division form or your academic map.
- Maintain a file with relevant academic materials and follow through with your academic advisor's recommendations.

JCB Advising Center Assists or Provides:

Jones College Program and Course Information, Degree Planning, Interpreting Degree Works, JCB Admission, Changing to a Business Major, Adding a Business Minor, Resolving CPOs Issues, BUAF Form Submission, Intent to Graduate Form, Late Registration Form, Overload Request Form, Study Abroad Course Substitution Form, Referrals to On-Campus and Off-Campus Resources.



BUSINESS ADVISING

Contact Us!
 Jones College Advising Center
 BAS N216
 (615)904-8063
 busadv@mtsu.edu

First Year: Figuring It Out (0-29 credit hours)

- Attend Connection Point Events (add them to your calendar!)
<https://www.mtsu.edu/campuslife/connectionpoint/>
- Join a Jones College Student Organization
- Attend an IGNITE Event
- Know your resources --visit the Tutoring Spot in Walker Library
- Ask questions and then ask more questions
- Get Involved! <https://involve.mtsu.edu/>
- Take care of yourself! https://linktr.ee/healthandwellness_mtsu
- Get organized: use the blue orientation portfolio to keep track of advising information & worksheets
- Visit a faculty member during office hours
- Apply for scholarships and complete FAFSA

Second Year: Settling In (30-59 credit hours)

- **Advising:** Finish lower-division pre-business courses and apply to JCB
- Use Degree Works to verify degree progress
- Participate in Jones College Student Organization(s)
- Continue earning points towards IGNITE certification
- Get to know faculty & staff
- Visit the Career Development Center
https://linktr.ee/careerdevelopment_mtsu
- Register with Handshake
- Seek leadership opportunities
- Take care of yourself! https://linktr.ee/healthandwellness_mtsu
- Apply for scholarships and complete FAFSA

Third Year: Looking Towards the Future (60-89 credit hours)

- **Advising:** Meet with your Jones College Advisor to finalize Graduation Goal
- Participate in IGNITE sessions to create your resume & practice interviewing skills
- Find an internship
- Become a leader in a Jones College Student Organization
- Consider graduate and/or professional schools
- Networking: Interact with a faculty member in your discipline or Jones College Student Organization Sponsor
- Apply for scholarships and complete FAFSA

Fourth Year: To the Finish Line (90+ credit hours)

- **Advising:** Schedule Graduation Appointment
- Submit an Intent to Graduate Form
- Take Exit Exam(s)
- Attend a Career Development Center or Jones College Career Fair
- Apply to graduate school or employment opportunities
- Participate in the Commencement Ceremony
- Stay in touch and involved by joining the MTSU Alumni Association

Resources

- Undergraduate Catalog:** <https://catalog.mtsu.edu/>
- JCB Student Handbook:** <https://busadv.mtsu.edu/student-handbook/>
- Upper Division Forms:** <https://busadv.mtsu.edu/businessmajors/>
- Registration Guide:** <https://www.mtsu.edu/registration/registration-guide/>

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- Aug.** -Confirm and/or pay
 -Purchase books, access codes, and course materials
 -Fall Classes begin
- Sept.** -Career Development Center Career Fair
- Oct. *ADVISING MONTH***
 -Schedule an advising appointment
 -Fall Break/Check Assigned Registration Time
 -Check Mid-Term grades
 -JCB and departmental scholarship portal opens
- Nov. *REGISTRATION MONTH***
 -Registration for Spring Semester and Winter Term
 -Thanksgiving Break
 -Intent to Graduate due for August
- Dec.** -Finals & Winter Break
 -Check final grades
 -Apply for admission to JCB
 -Graduation
 -Winter Session (optional)

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- Jan.** -Confirm and/or pay
 -Purchase books, access codes, and course materials
 -Spring Classes begin
- Feb.** -Application deadline for JCB and departmental scholarships
- Mar. *ADVISING MONTH***
 -Schedule an advising appointment
 -Check Mid-Term grades
 -Spring Break/Check Assigned Registration Time
 -JCB Internship/Career Fair
 -Application deadline for Study Abroad
- Apr. *REGISTRATION MONTH***
 -Registration for Fall and/or Summer
 -Awards Reception
 -Intent to Graduate due for December
- May** -Finals & Summer Break
 -Check final grades
 -Apply to JCB
 -Graduation

SUMMER

- Summer classes begin
- Check MTSU email
- Intent to Graduate due (June) for May graduation
- Take classes, work, and/or complete an internship