



Mission: 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.

The 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, and Referrals to On-Campus and Off-Campus Resources.

PART 1: STUDENT SUCCESS & ADVISING SYLLABUS

A. Student Progression Checklist

Year 1: Figuring It Out & Self-Exploration (0–29 credit hours)

- Attend Connection Point & IGNITE events
- Join a Jones College Student Organization
- Visit the Tutoring Spot in the Walker Library & use your instructor's office hours
- Meet with your academic advisor at least 2 times a year & develop your semester-by-semester academic plan
- Apply for FAFSA & scholarships

Year 2: Settling In, Planning, & Skill Building (30–59 credit hours)

- Complete your pre-business courses & apply for candidacy/Jones College admission
- Meet with your advisor, monitor Degree Works via PipelineMT & update your academic plan/upper division form
- Attend IGNITE events & register with Handshake via the Career Development Center
- Seek student organization leadership roles, explore job shadowing & internship opportunities
- Start the Career Leadership Badge via the Career Development Center
- Develop resume & interviewing skills via IGNITE sessions and the Career Development Center
- Apply for FAFSA & scholarships

Year 3: Looking Ahead, Career Readiness Essentials & Gaining Experience (60–89 credit hours)

- Meet with your advisor to solidify your graduation goal
- Start your major coursework
- Monitor Degree Works via PipelineMT & update your academic plan/upper division form
- Develop resume & interviewing skills via IGNITE sessions and with the Career Development Center
- Interact with faculty mentors & explore graduate school
- Become a leader in an MTSU student organization
- Apply & complete an internship & continue progressing to Career Leadership Badge completion
- Apply for FAFSA & scholarships

Year 4: The Finish Line, Graduation, Continuing Education, & Transitioning to the Workforce (90+ credit hours)

- Schedule a graduation check appointment with your advisor
- Complete your Intent to Graduate two semesters before your graduation goal
- Take the required senior exit exam via the IEPR office
- Attend Career Fairs & apply for jobs or graduate school
- Join the MTSU Alumni Association

B. The Advising Partnership

Academic Advisor Responsibilities:

- Foster a supportive, encouraging guidance partnership.
- Assist in defining realistic educational & career goals.
- Communicate university, college, & major policies accurately.
- Maintain availability for scheduled appointments & offer campus referrals.

Advisee (Student) Responsibilities:

- Schedule regular advising appointments & communicate professionally.
- Review Degree Works & catalog requirements prior to appointments.
- Maintain academic progress records on Upper Division form.
- Follow through on academic recommendations & keep track of prerequisites
- Keep up with required forms

C. Month-by-Month Advising Calendar

Key Advising & Academic Milestones

Month	Milestones, Events, & To Dos
August	Confirm & pay fees, purchase course materials, check final summer grades, if eligible <u>apply for Jones College Admission/Candidacy</u> , <u>Summer Graduation</u> , fall classes begin
September	The BIG Career Fair & Meet the Firms
October	ADVISING MONTH: <u>Schedule advising appointment</u> , Fall Break, check mid-term grades, <u>scholarship portal opens</u> , Risk Management & Insurance Career Fair, Business Etiquette Dinner, Leadership Summit, Call of Data: 24 Hour Business Analytics Challenge
November	REGISTRATION MONTH: Register for Spring/Winter terms, ISA Career Fair, Thanksgiving Break, <u>Intent to Graduate due</u> for August graduates, Global Entrepreneurship Week
December	Finals & Winter Break, check final grades, if eligible <u>apply for Jones College Admission/Candidacy</u> , Fall <u>Graduation</u> , optional winter term
January	Confirm & pay fees, purchase course materials, spring classes begin, HackMT
February	Application deadlines for Jones College & departmental scholarships, application deadline for the Jones College Business Plan Competition
March	ADVISING MONTH: <u>Schedule advising appointment</u> , Spring Break, check mid-term grades, BEST Career Fair, <u>Study Abroad Scholarship Deadline</u> , Scholars Week, accept Beta Gamma Sigma nominations & departmental scholarships, Ethical Leadership Week
April	REGISTRATION MONTH: Register for Fall/Summer terms, Awards Reception, <u>Intent to Graduate form due</u> for December graduates, Financial Literacy Month
May-Summer	Finals & Summer Break, check final grades, if eligible, <u>apply for Jones College Admission/Candidacy</u> , Spring <u>Graduation</u> , Summer classes begin, <u>Intent to Graduate form due</u> for May graduates