

Scheduling Advising Appointments

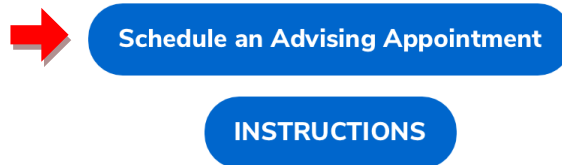
MTSU College of Liberal Arts

Currently enrolled MTSU students please follow the instructions below to schedule an appointment with your advisor. Re-enrolling MTSU students please apply for re-admission before scheduling advising appointments. New Freshman and New Transfer student should attend CUSTOMS orientation if available. New incoming students who are unable to attend CUSTOMS and Second Degree Seeking students please call (615)904-8567 for assistance.

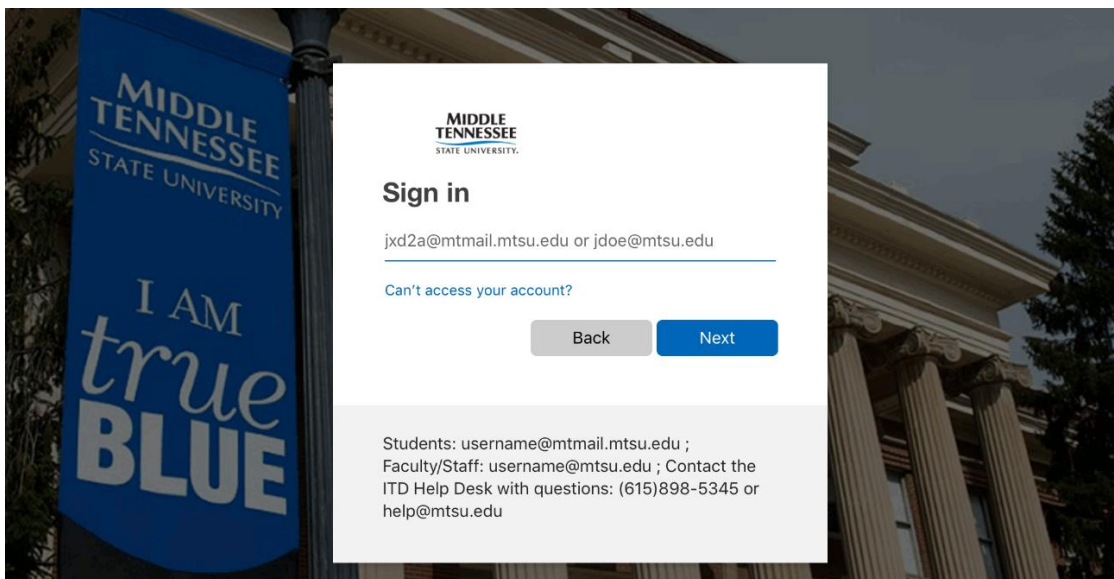
1. Go to <https://www.mtsu.edu/cla-advising/>, and click on the “Schedule an Advising Appointment” button.

College of Liberal Arts Advising

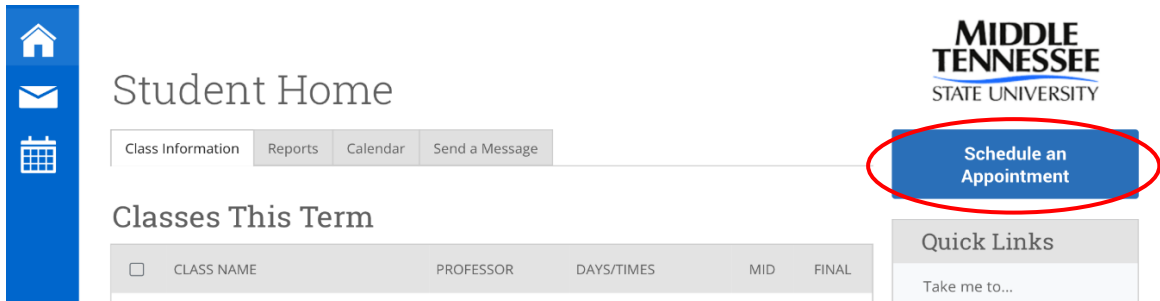
Students will need their Pipeline username and password to schedule an appointment.



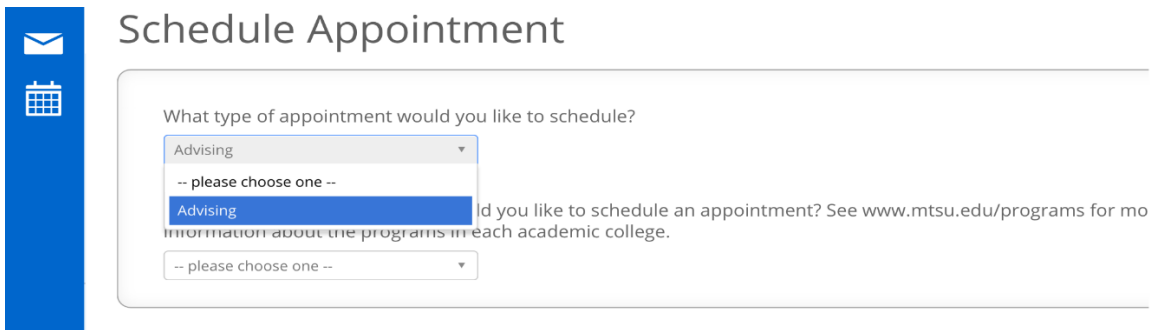
2. Log in using your Pipeline username and password.



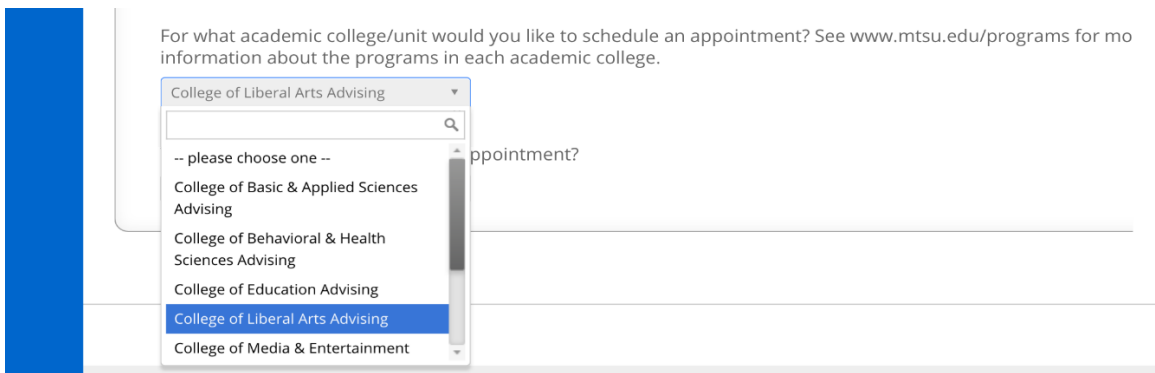
- Once logged in, you will start on the student homepage. Click on the blue “Schedule an Appointment” button at the top right corner of the screen.



- Next, use the drop-down menu to select the type of Appointment you would like to schedule.



- Select “College of Liberal Arts” from the drop-down menu, then click the blue “Next” button to proceed.



- Choose your major or minor within the alphabetical range of your last name (if applicable) from the drop-down menu, and click the blue “Next” button.

What is the specific reason for this appointment?

-- please choose one --

- please choose one --
- Academic Focus - Arts
- Academic Focus - Humanities
- Africana Stud Chg of Mjr (A-M)
- Africana Stud Chg of Mjr (N-Z)
- Africana Studies Major
- Anthropol Chg of Major (A-M)

- Select the “College of Liberal Arts Advising Center” as the appropriate meeting location.

Schedule Appointment

Select the appropriate meeting location here.

College of Liberal Arts Advising Cent... ▾

-- please choose one --

- College of Liberal Arts Advising Center (Jones Hall, 1st Floor)

If you don't have a preference, just click Next.

◀ Back Next

- Select the appropriate advisor on the drop-down mean for your appointment. After selecting, click the blue "Next" button.

Schedule Appointment

Select the appropriate meeting location here.

College of Liberal Arts Advising Cent... ▾

Please select the appropriate advisor for your appointment.

Last name, First Name (Advisor)

◀ Back Next

- Select your desired appointment day/time based upon the advisor’s availability. You may also navigate to different weeks to see additional availability. Once you’ve made your selection, click the blue “Next” button.

Schedule Appointment

Times From February 05 To February 09

Tue, Feb 05	Wed, Feb 06	Thu, Feb 07	Fri, Feb 08	Sat, Feb 09
Close 8:30am	Morning N/A	Morning 2 Available	Morning N/A	Morning N/A
	Afternoon N/A	Afternoon 1 Available	Afternoon N/A	Afternoon N/A

Click to see if this advisor has drop-in hours. [View Drop-in Times](#)

[Back](#) [Next](#)

- Review the summary appointment information on the screen. We encourage you to leave a brief comment for the specific reason(s) of your visit. If you would like to receive e-mail and/or text reminders for your upcoming appointment, please check the “Send me an Email” and/or “Send Me a Text” box(es). Lastly, click the "Confirm Appointment" button to finalize the appointment. A confirmation e-mail will be sent to your MT mail account.

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Your Name with Advisor's Name
Why: For Lang/Lit Chg of Maj (N-Z)

When: Tuesday, February 05
 8:30am - 9:30am
Where: College of Liberal Arts Advising Center
 (Jones Hall, 1st Floor)

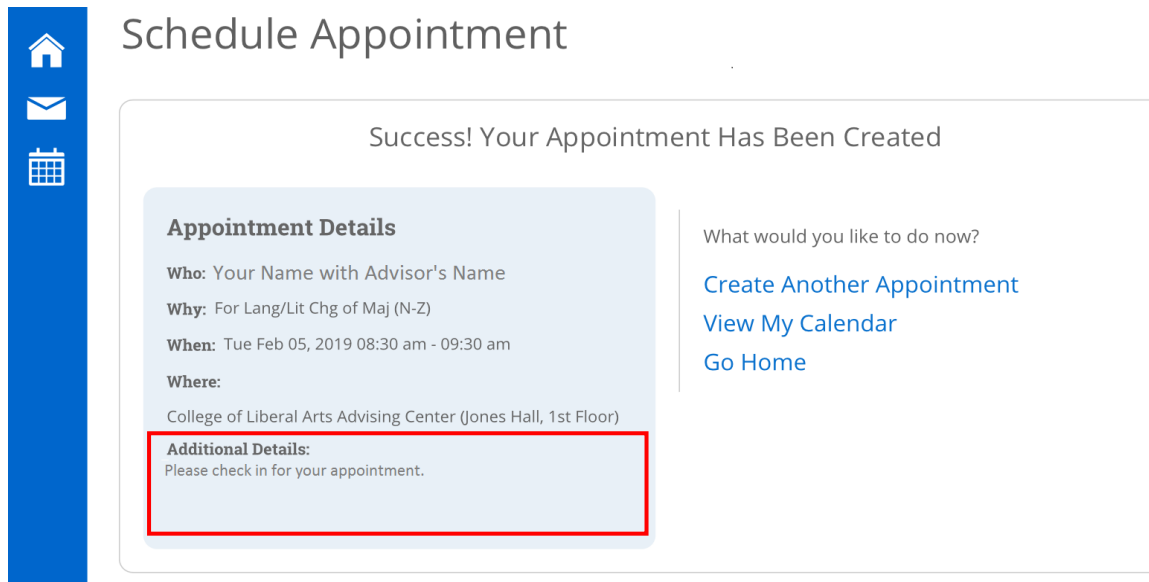
Additional Details
 Please check in for your appointment.

Is there anything specific you would like to discuss?

Send Me an Email
 Send Me a Text

[Back](#) [Confirm Appointment](#)

11. You will see the “Success! Your Appointment Has Been Created” message appears and you can view your advising appointment details. Please also check the “Additional Details” as the advisor may leave special instructions for your upcoming appointment.



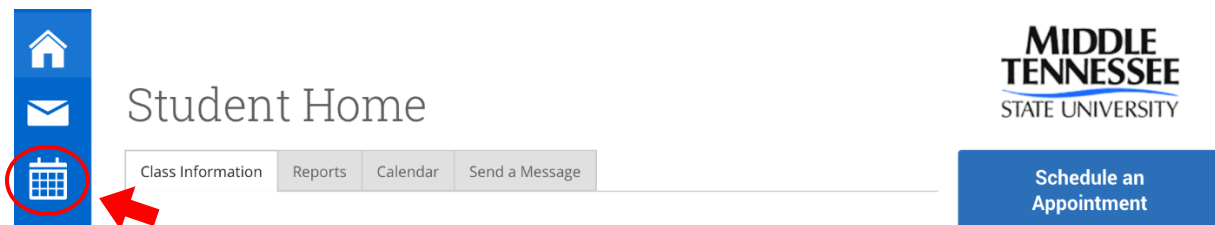
The screenshot shows a navigation sidebar on the left with icons for Home, Mail, and Calendar. The main content area is titled "Schedule Appointment" and displays a success message: "Success! Your Appointment Has Been Created". Below this, there is a section for "Appointment Details" with the following information:

- Who:** Your Name with Advisor's Name
- Why:** For Lang/Lit Chg of Maj (N-Z)
- When:** Tue Feb 05, 2019 08:30 am - 09:30 am
- Where:** College of Liberal Arts Advising Center (Jones Hall, 1st Floor)

Below the details is a red-bordered box labeled "Additional Details" containing the text: "Please check in for your appointment." To the right of the details, there is a question "What would you like to do now?" followed by three links: "Create Another Appointment", "View My Calendar", and "Go Home".

Changing/Cancelling Appointments

You can view the appointment and appointment details on the Calendar tab of your Navigate home page. To edit/change your appointment, click on the appointment as it appears in your calendar. Then, follow the prompts to complete your desired changes or cancellation.



The screenshot shows the "Student Home" page. On the left is a navigation sidebar with icons for Home, Mail, and Calendar. The Calendar icon is circled in red, and a red arrow points to it. The main content area has a header with the "MIDDLE TENNESSEE STATE UNIVERSITY" logo and a "Schedule an Appointment" button. Below the header is a navigation bar with tabs for "Class Information", "Reports", "Calendar", and "Send a Message".

If you have questions or experience difficulties scheduling an advising appointment, please call (615)904-8567 for appointments. Please consult the Navigate Help Center by clicking on the question mark (?) in the top right of the screen, or contact the MTSU Office of Student Success at SSCCampus@mtsu.edu.