Currently enrolled and re-enrolling MTSU students with assigned advisors may use the online appointment system to schedule appointments. Please call our office if you do not have an assigned advisor.

New freshman and new transfer students see advisors during CUSTOMS and international orientation. If these events have passed, please call our office to schedule your appointment.

If you are changing your major or receiving your second bachelor’s degree, please call our office to schedule your appointment.

1. Click on the Schedule an Appointment button to login with your MTMail Username (full email address) and Password.

2. Click on the Get Advising button.
3. Use the drop-down menu to select the general reason for your appointment. As a result, a second drop-down menu will populate. Please select the specific reason for your appointment and click “Next”.

4. Select “Jones College of Business” from the location menu. As a result, your assigned advisor will populate in the next drop-down menu with a name and (Your Advisor). Select your advisor and click “Next”. **Select only your assigned advisor in this field or your appointment may be cancelled.**

5. Select your desired appointment day/time based on your assigned advisor’s availability. You may have to look at other weeks to see additional availability. Once you make your selection, click the blue “Next” button.
6. Review your appointment details and **type in a brief description of what you would like to discuss during the meeting. If this is a phone appointment please type that in this field.**

Click “Confirm Appointment”.

You will receive an email once you confirm the appointment. By default, you will also receive an email and a text reminder in advance of the appointment. You may opt out of these notifications. If you see a yellow text box at the top of the screen, you still need to confirm the appointment.

Once you confirm your appointment, you will see **“Success! Your appointment has been created”** at the top of the screen.

7. To edit or cancel your appointment log into **SSC Campus** and click the Calendar tab on the home page. Click on the appointment and follow the prompts to make changes.

8. Direct questions or scheduling difficulties to the Jones College Undergraduate Advising Center at 615-904-8063.