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 an additional bachelor’s degree, please call our office to schedule your appointment.

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

2. Click on the **Schedule an Appointment** button.
3. Use the drop-down menu to select **Advising** and then **Jones College of Business Advising**. If you are a Jones College student who wants to change to a major offered by one of the other colleges, you will need to select that particular college.

4. Select the reason for your appointment. If you do not have an assigned advisor, please call our office and our secretary will schedule your appointment for you.
5. Select **Jones College of Business Advising Center (BAS N233)** and your advisor. The words (your advisor) appear next to your advisor’s name. If you schedule with an advisor other than your own, your appointment may be cancelled. Once you make your selection, click the blue **Next** button.

6. 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.
7. 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**.

If you need a reminder, click **Send Me an Email** and/or **Send Me a Text**. If you see a yellow text box at the top of the screen, you still need to confirm the appointment.

8. **Once you confirm your appointment, you will see Success! Your Appointment Has Been Created** at the top of the screen.

9. **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.

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