

Scheduling Advising Appointments on SSC Campus

MTSU

College of Liberal Arts

1. Go directly to <https://mtsu.campus.eab.com> and log in with PipelineMT login credentials, **or** Access SSC Campus via the “EAB” button at the bottom left corner of the PipelineMT login page at <https://lum4prod.mtsu.edu/cp/home/displaylogin>



User Name:

Password:

[Log in to Campus](#)

2. Once logged in, you will start on the student homepage of SSC Campus. Click on the blue “Get Advising” button at the top right corner of the screen.



[Get Advising](#)

Quick Links

Take me to...

[School Information](#)

Upcoming Appointments

You have no upcoming appointments.

3. Next, use the drop-down menu to select first a “general” reason for your advising appointment. (See below.)

Schedule Advising Appointment

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

-- please select one --

4. Choose from the next drop-down menu the more specific reason for your advising appointment, and click the blue “Next” button. (See below.)

Schedule Advising Appointment

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

Major Advising

Choose from the following options and click Next.

General Questions

Next ▶

5. Select “College of Liberal Arts” from the Location drop-down menu, and then select your advisor on the next drop-down menu. Your assigned advisor is identified with text that says “Your Advisor” in parentheses. After selecting, click the blue “Next” button. (See below.) **Be sure to select only your assigned advisor in this field, or your appointment could be cancelled.**

Schedule Advising Appointment

What location do you prefer?

University College

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Robbins, Rodney (Your Advisor)
Adams, Douglas
Hinote, Brian
Williams, Megan

◀ Back

Next ▶

6. 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. (See below.)

Schedule Advising Appointment

Appointment Times This Week

Mon, Mar 06	Tue, Mar 07	Wed, Mar 08	Thu, Mar 09	Fri, Mar 10
		Morning N/A	Morning 7 Available	Close
		Afternoon 2 Available	Afternoon 8 Available	12:00pm
				12:30pm
				1:00pm
				1:30pm
				2:00pm

◀ Back Next ▶

6. Review the summary appointment information on the screen shown below. You can type in a brief comment for your advisor if you choose. **By default, you will receive an e-mail after you've confirmed your appointment.** Also by default, you will receive both e-mail and text reminders in advance of your upcoming appointment. You may opt out of one or both of these reminder notifications by unselecting the "Send me an Email" and/or "Send Me a Text" buttons. You may also enter/update your cell phone number to ensure that messages are sent to the proper phone number.

7. Finally, click the blue "Confirm Appointment" button to confirm your selections. (See below.) **Note the yellow highlighted message at the top of the screen that explains the appointment isn't yet confirmed.**

Schedule Advising Appointment

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

Appointment Details

Who: [Redacted] with Rodney Robbins
Why: General Questions
When: Friday, March 10 12:30pm - 1:00pm
Where: University College

Additional Details

Is there anything specific you would like to discuss with Rodney?

Would you like to set a reminder?

Email will be sent to [Redacted]

◀ Back Confirm Appointment

After it's confirmed, you'll see a "Success!" message appear. You can now view your advising appointment details and navigate to other parts of SSC Campus using the links shown in blue. (See below).

Schedule Advising Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: [REDACTED] with Rodney Robbins

Why: General Questions

When: Fri Mar 10, 2017 12:30 pm - 01:00 pm

Where: University College

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

Changing/Cancelling Appointments

You can view the appointment and appointment details on the Calendar tab of your SSC Campus home page (see below). To edit/change your appointment, click on the appointment as it appears in your calendar. Then, follow the prompts to complete your desired changes.

The screenshot shows the top navigation bar with the 'Campus Student Success Collaborative' logo and icons for mail, calendar, and a question mark. Below this is a blue sidebar with icons for Home, Mail, and Calendar. The main content area is titled 'Student Home' and includes a navigation menu with 'Calendar' selected. Below the navigation menu is a section titled 'Classes This Term' with a table header.

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
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If you have questions or experience difficulties scheduling an advising appointment, please contact your advisor directly, consult the 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