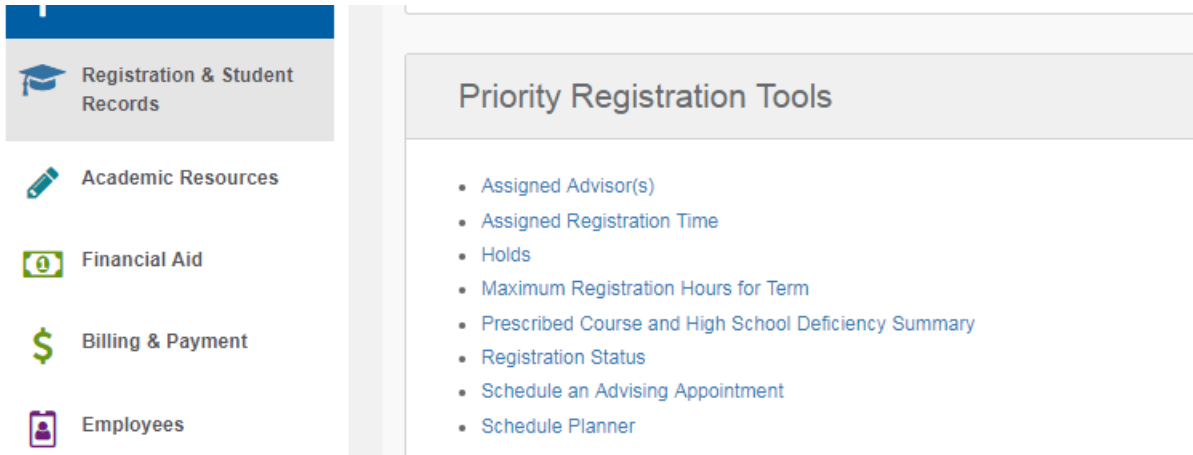


# HOW TO SCHEDULE FOR ADVISING

1. Log into <https://mtsu.campus.eab.com/> using your Pipeline credentials. You can also find the "Schedule an Advising Appointment" link in Pipeline's Registration & Student Records page.

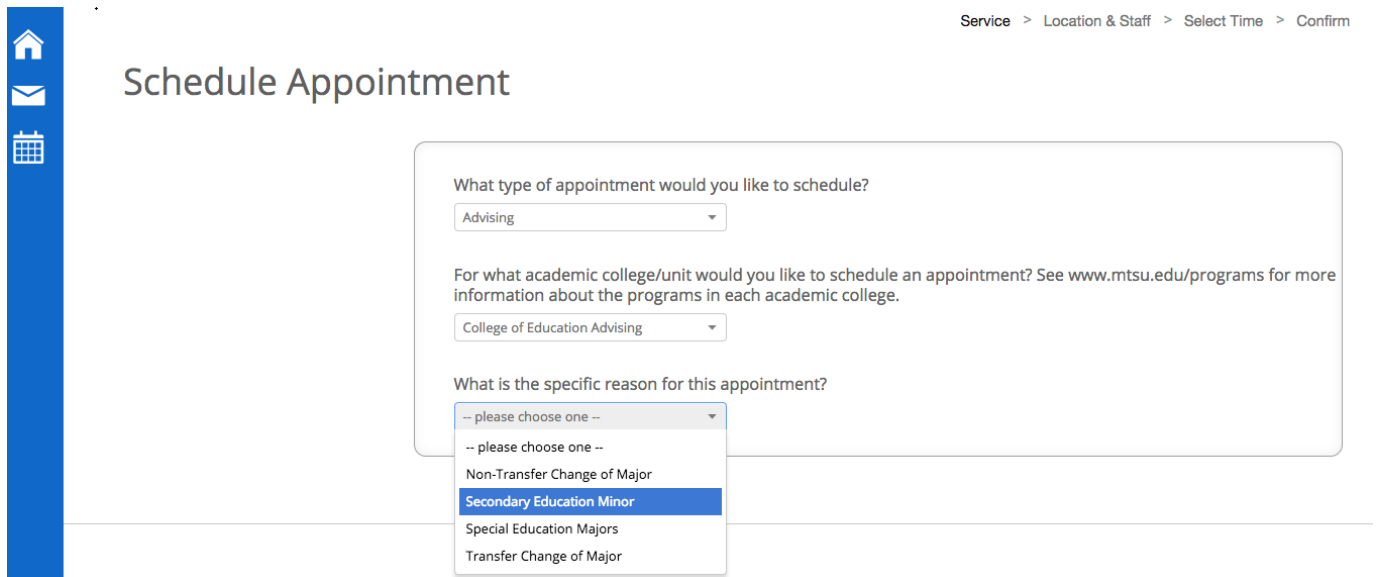


2. On the SSC Home page, you will click on the blue scheduling button found to the right.



3. Select "Advising" as the appointment type, then the location of your major's college. If you are unsure, visit the major's department page to verify. If you're changing majors, select the new major's college.

4. Below this option you will then select the reason for the appointment. Go to the department page or contact your assigned advisor if you are unsure of which reason to select.



*Steps continued on the back page...*

5. On the next screen, make sure the correct advising center is selected, and then drop down to select the advisor's name. (Your assigned advisor will include "(Your Advisor)" next to their name.)

Select the appropriate Advising Center here.

College of Education Advising Center (COE 307-315) ▾

Please select the appropriate advisor for your appointment.  
*If you don't have a preference, just click Next.*

Liccardi, Bryanna (Your Advisor)

◀ Back Next ▶

6. From there, you will be taken to the available appointment times of the advisor. Each day is divided into morning and afternoon, so select the general part of day to view specific times. Once the appointment time is selected, click next to view final details.

### Schedule Appointment

◀ Times From December 18 To December 22 ▶

Tue, Dec 18	Wed, Dec 19	Thu, Dec 20	Fri, Dec 21	Sat, Dec 22
Morning N/A	Morning 6 Available	Morning N/A	Close 1:45pm 2:15pm 2:45pm 3:15pm 3:45pm	Morning N/A
Afternoon N/A	Afternoon 5 Available	Afternoon N/A		Afternoon N/A

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

◀ Back Next

7. Make sure you read any additional details, and add into the comments details requested by the advisor. You have the option to select "Send Me a Text" to receive text reminders. Then click "Confirm Appointment" on the bottom of this screen. You will receive an email confirmation.

### Schedule Appointment

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

#### Appointment Details

**Who:** Test Testerson with James Rost

**When:** Friday, December 21  
3:45pm - 4:15pm

**Why:** Secondary Education Minor

**Where:** College of Education Advising Center  
(COE 307-315)

#### Additional Details

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

Comments for your staff...

Send Me an Email

Send Me a Text

◀ Back

Confirm Appointment