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.
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.)

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.

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.