Scheduling Advising Appointments
MTSU College of Liberal Arts

Currently enrolled MTSU students please follow the instructions below to schedule an appointment with your advisor. Re-enrolling MTSU students please apply for re-admission before scheduling advising appointments. New Freshman and New Transfer student should attend CUSTOMS orientation if available. New incoming students who are unable to attend CUSTOMS and Second Degree Seeking students please call (615)904-8567 for assistance.

1. Go to https://www.mtsu.edu/cla-advising/, and click on the “Schedule an Advising Appointment” button.

2. Log in using your Pipeline username and password.
3. Once logged in, you will start on the student homepage. Click on the blue “Schedule an Appointment” button at the top right corner of the screen.

4. Next, use the drop-down menu to select the type of Appointment you would like to schedule.

5. Select “College of Liberal Arts” from the drop-down menu, then click the blue “Next” button to proceed.
6. Choose your major or minor within the alphabetical range of your last name (if applicable) from the drop-down menu, and click the blue “Next” button.

7. Select the “College of Liberal Arts Advising Center” as the appropriate meeting location.

8. Select the appropriate advisor on the drop-down menu for your appointment. After selecting, click the blue "Next" button.
9. 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.

10. Review the summary appointment information on the screen. We encourage you to leave a brief comment for the specific reason(s) of your visit. If you would like to receive e-mail and/or text reminders for your upcoming appointment, please check the “Send me an Email” and/or “Send Me a Text” box(es). Lastly, click the "Confirm Appointment" button to finalize the appointment. A confirmation e-mail will be sent to your MT mail account.
11. You will see the “Success! Your Appointment Has Been Created” message appears and you can view your advising appointment details. Please also check the “Additional Details” as the advisor may leave special instructions for your upcoming appointment.

## Schedule Appointment

### Appointment Details

- **Who:** Your Name with Advisor’s Name
- **Why:** For Lang/Lit Chg of Maj (N-Z)
- **When:** Tue Feb 05, 2019 08:30 am - 09:30 am
- **Where:**
  
  College of Liberal Arts Advising Center (Jones Hall, 1st Floor)

### Additional Details:

Please check in for your appointment.

### 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 Navigate home page. To edit/change your appointment, click on the appointment as it appears in your calendar. Then, follow the prompts to complete your desired changes or cancellation.

If you have questions or experience difficulties scheduling an advising appointment, please call (615)904-8567 for appointments. Please consult the Navigate 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.