How to Navigate PipelineMT

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How to Access PipelineMT

- 1. Go to MTSU's homepage at http://www.mtsu.edu.
- 2. Click the link **PipelineMT** at the top of the page.

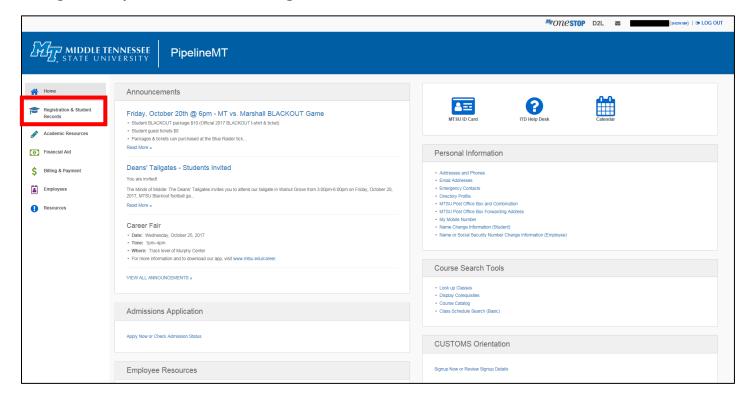


3. Log in or select the options for **New User?** or **Forgot Password?** if needed. You'll be guided through a process to set/reset your password, but contact the Help Desk if you have trouble.

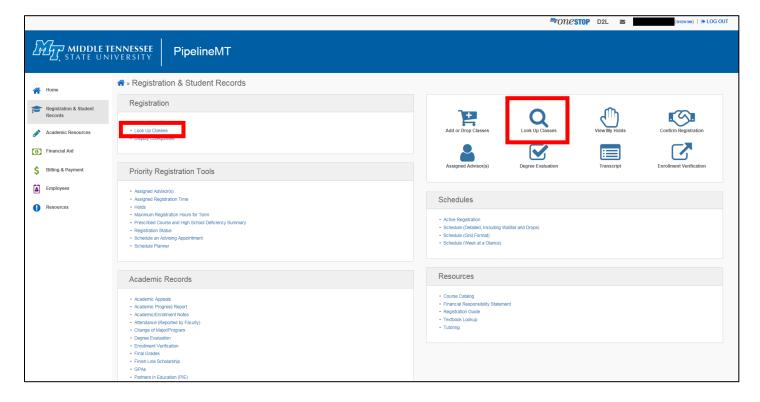


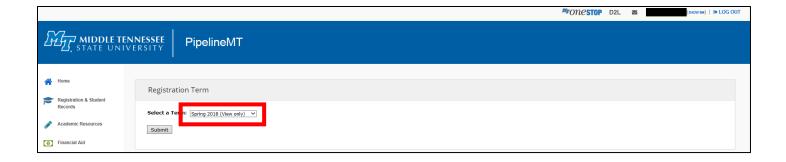
How to Search for Classes

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.

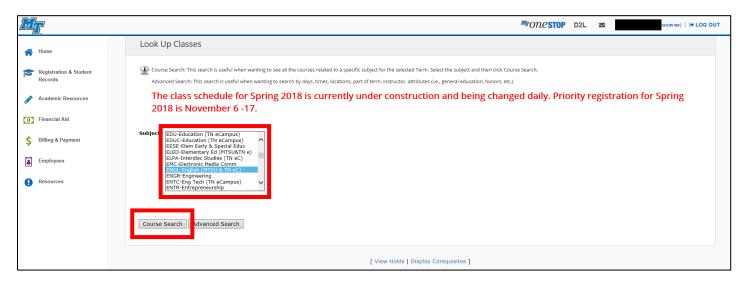


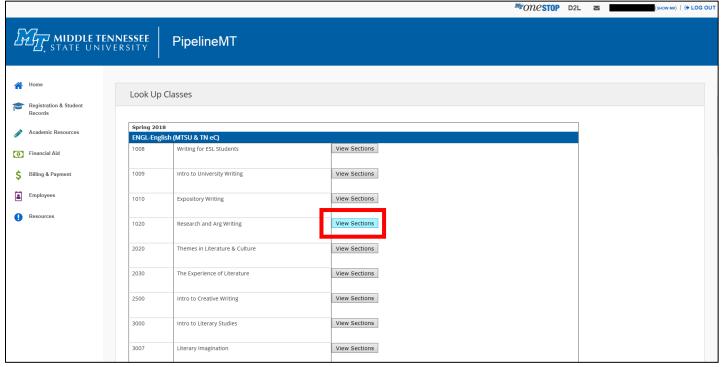
2. Click on **Look Up Classes** in the icon menu or in the **Registration** box and select your desired term.



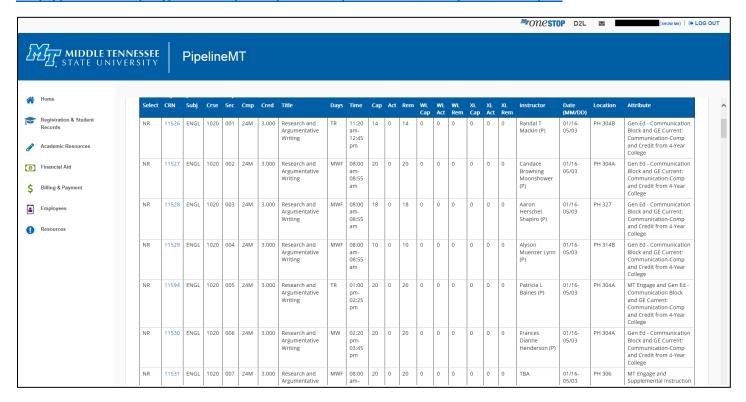


3. **Course Search**: If you know the subject and course number, choose a subject in the **Subject** field (e.g. ENGL for English) and select **Course Search**, then select **View Sections** on the course number you need.

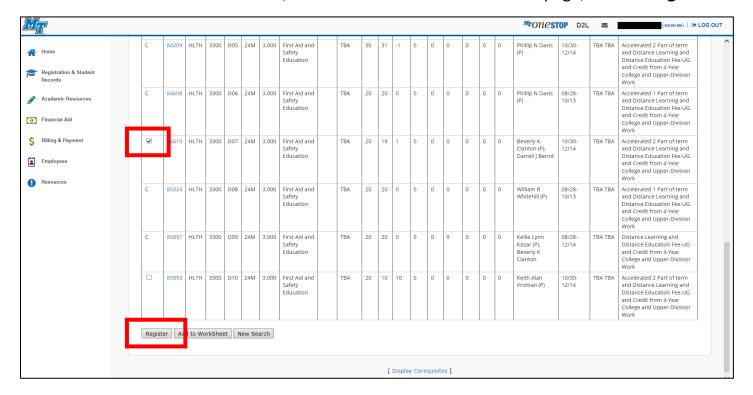




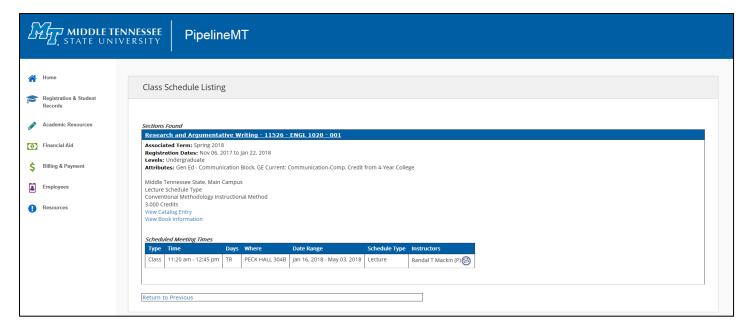
For an explanation on how to read the Look Up Classes page, see the guide here: http://mtsu.edu/registration/docs/Look Up Classes Sample Sheet.pdf



If you are able to register for courses, a clickable box will be next to open sections of courses. Select the box of the course to add, scroll down to the bottom of the page, and hit **Register.**

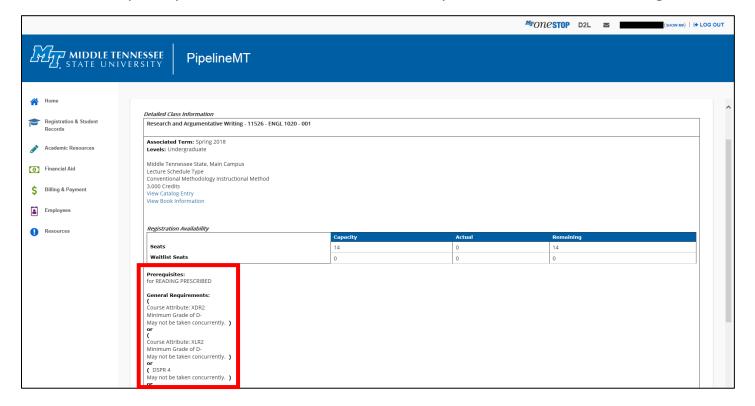


Click on the CRN of a course on the **Look up Classes** page to access more information about the course and text notes that may be important to know. For example, you may see a note that says "*Department Permission Required*," which means you won't be able to register for the course without a permit.

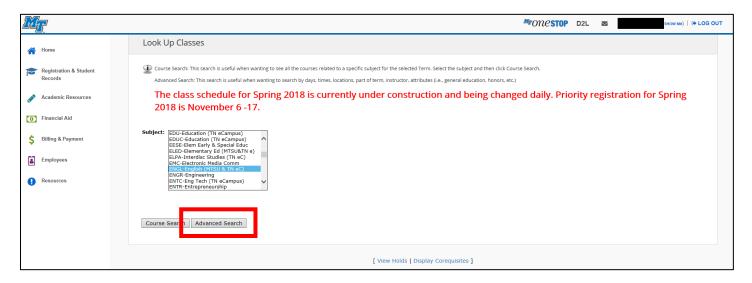


Click the course title to see what prerequisite and restrictions are on the course, if any.

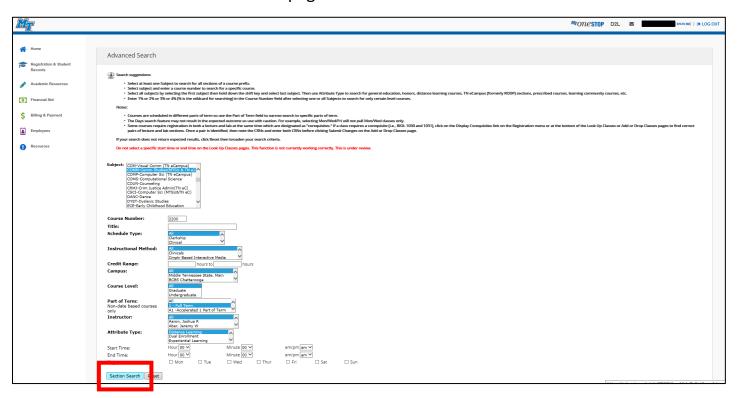
Contact your advisor or the department if you have questions about these. If you need an override for a prerequisite or restriction, contact the department of the course being offered.



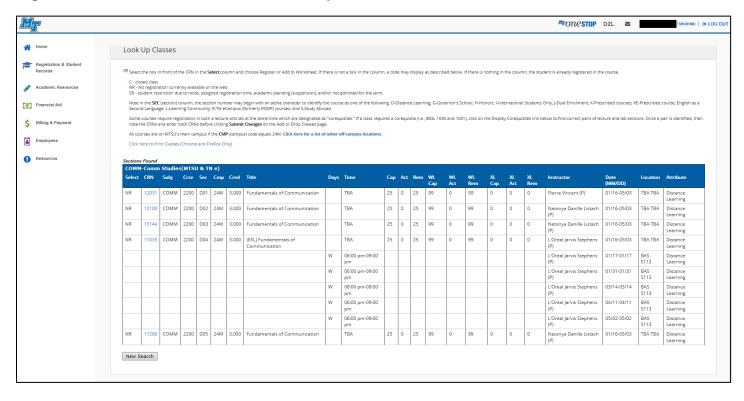
4. Advanced Search: For more search options, click on Advanced Search from the Look Up Classes screen.



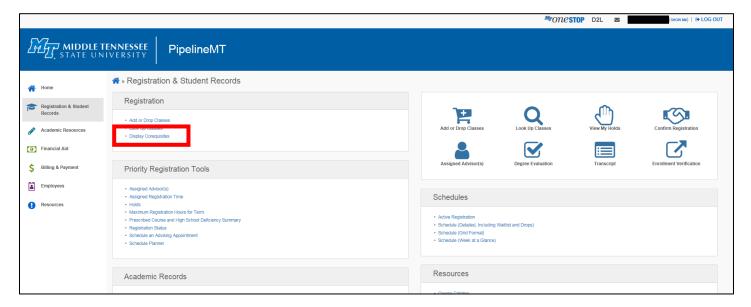
To select multiple subjects, select the first subject, hold down the shift key, and select the last subject. All subjects will be selected. You can then select an attribute to search for a specific area such as General Education across all subject areas, or search by schedule type, instructional method, campus, parts of term, or instructor. The start/end time feature does not work properly, but you can search by days the class meets easily. When done, select **Section Search** at the bottom of the page.



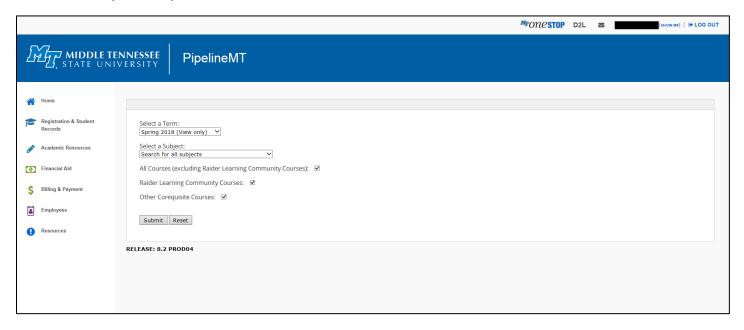
The results will display the same as the regular **Course Search** feature, although with fewer options per your parameters. You can select the open box next to a class to register or write down the CRN to put in the **Add or Drop Classes** page manually. An **SR** next to a class means it is not time for you to register yet or you have a hold. An **NR** next to a class means registration is not active for that term or part of term.



5. If the class requires a corequisite, click on the **Display Corequisites** link at the bottom of the **Look Up Classes** page or from the **Registration & Student Records** page.



Search options are available to narrow results, if desired. The courses are listed in alphabetical order by subject, and labs or other corequisites are listed below the lecture/class to which they correspond.

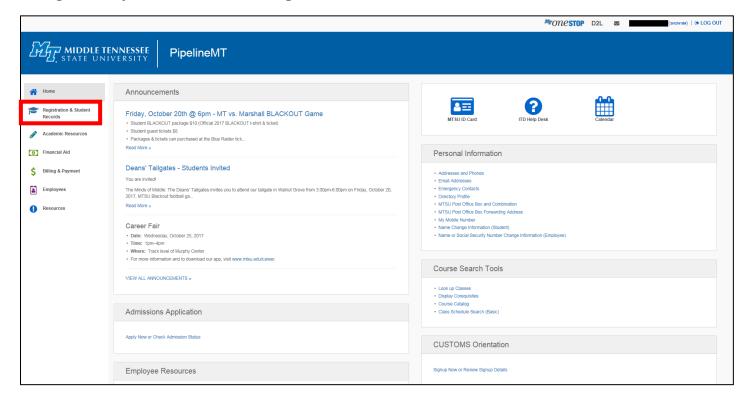


Some courses have multiple options for each corequisite course, while others are matched with specific sections to each other. To register for corequisite courses, write down the CRN of both courses you need, go to the **Add or Drop Classes** page, and enter the CRNs in separate boxes at the bottom of the screen. Select **Submit Changes** to register.

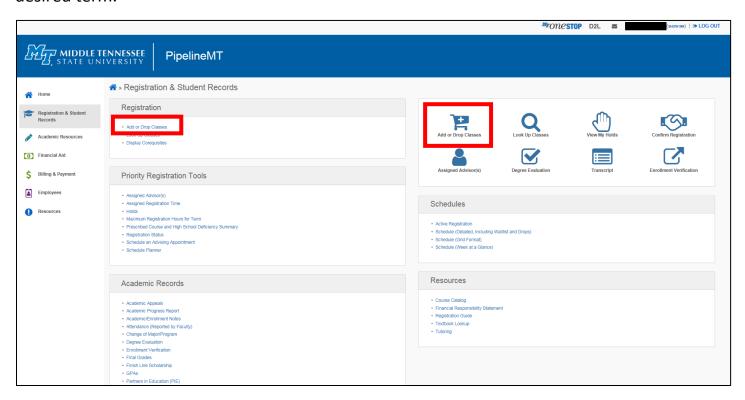


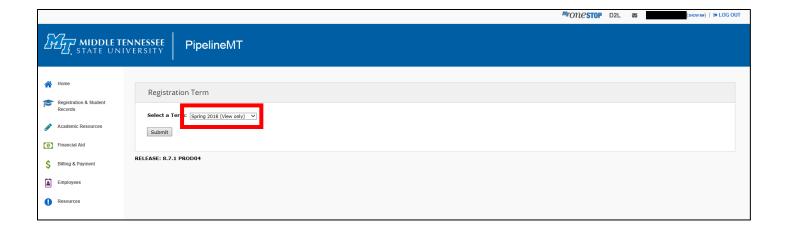
How to Register (Add or Drop Classes)

1. Log in to PipelineMT, click on Registration & Student Records in the left menu.

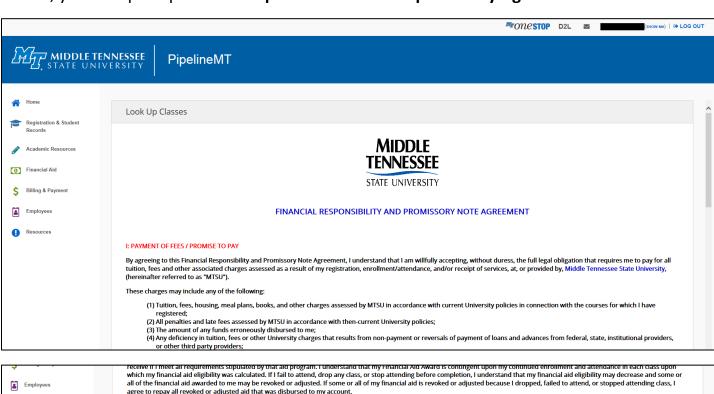


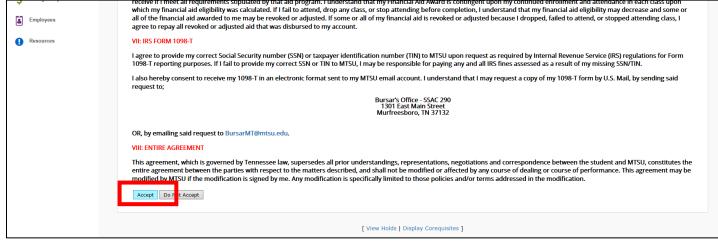
2. Click on **Add or Drop Classes** in the icon menu or in the **Registration** box and select your desired term.



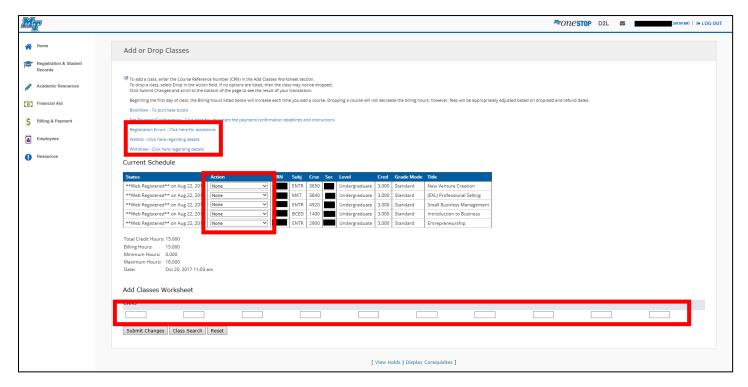


3. If it is not your assigned registration time or you have a hold, you will not be able to access this screen. If it is your first time accessing this screen for the term, or the Look Up Classes screen, you'll be prompted to **Accept** the **Financial Responsibility Agreement** first.





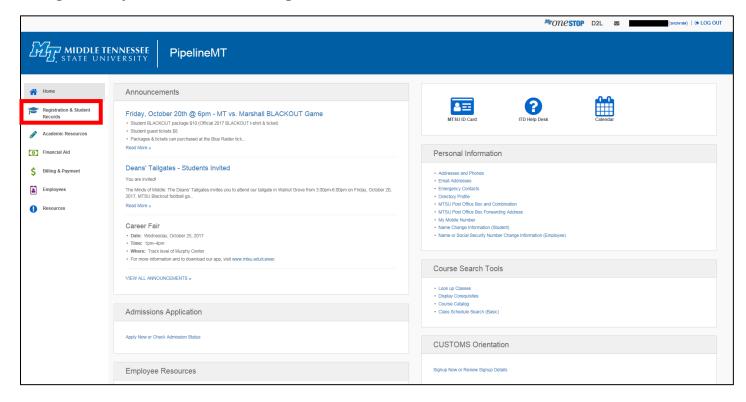
4. Once on the **Add or Drop Classes** page, scroll down and enter your course reference numbers (CRNs) in the boxes, starting from the left. You can enter one CRN at a time or multiple. If a course requires a corequisite, both CRNs must be entered before clicking **Submit Changes**.



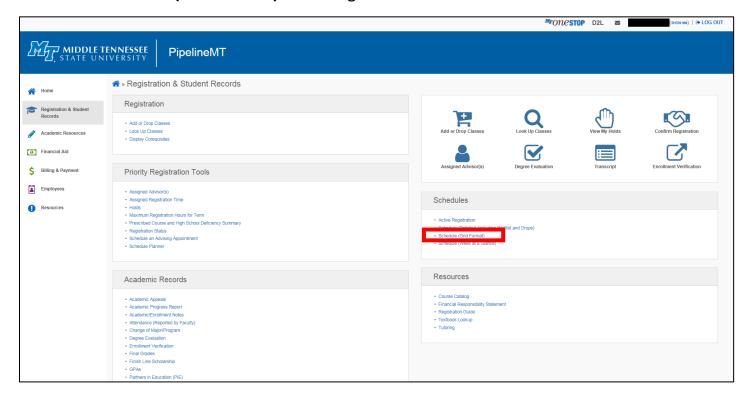
- 5. Errors in your schedule will appear immediately. If needed, find an alternate section of a class to take and enter that CRN instead. Contact your advisor if you're having trouble getting into a class you discussed taking for that semester.
- 6. Read how to resolve specific registration error messages by clicking on **Registration Errors—Click here for assistance**. Contact the department offering the course for any needed overrides.
- 7. If you are trying to join a waitlist, click on the link **Waitlist Click here regarding details** to learn more about how that process works.
- 8. To drop a course, scroll down to current schedule and click on drop-down arrow and choose the available drop option. Then click on **Submit Changes**. For information about withdrawing completely and dropping all classes, click the link **Withdraw Click here regarding details**.
- 9. Please see the **Registration Guide** for the term for all deadlines to add, drop, and withdraw from classes at http://mtsu.edu/registrationguide.

How To View Your Schedule

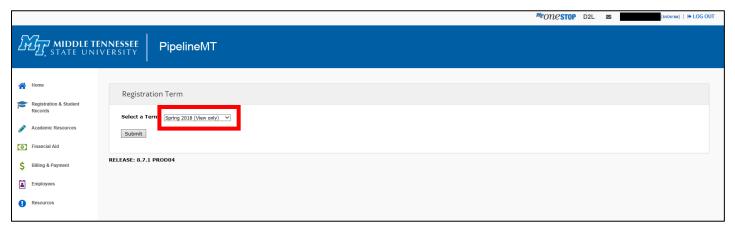
1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.

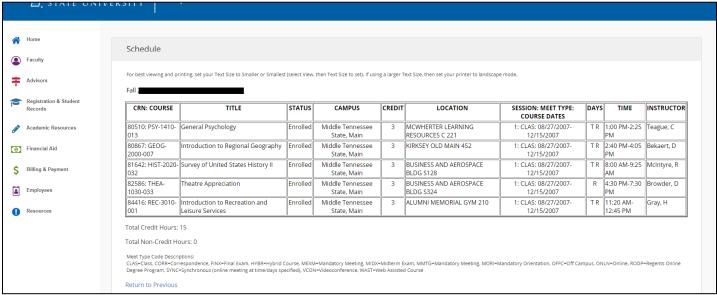


2. Click on Schedule (Grid Format) on the right side of the screen in the Schedules box.

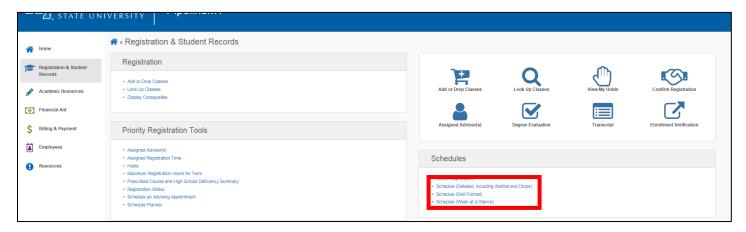


3. Select your desired term and Submit.



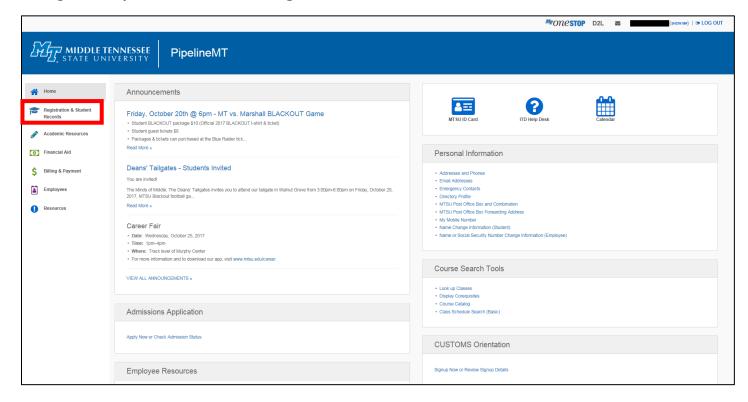


<u>NOTE</u>: You can also view the **Schedule (Detailed, Including Waitlists and Drops)** for more information about your classes and to find your spot on the waitlist. View the **Schedule** (**Week at a Glance**) to view how your weekly classes look in a calendar format.

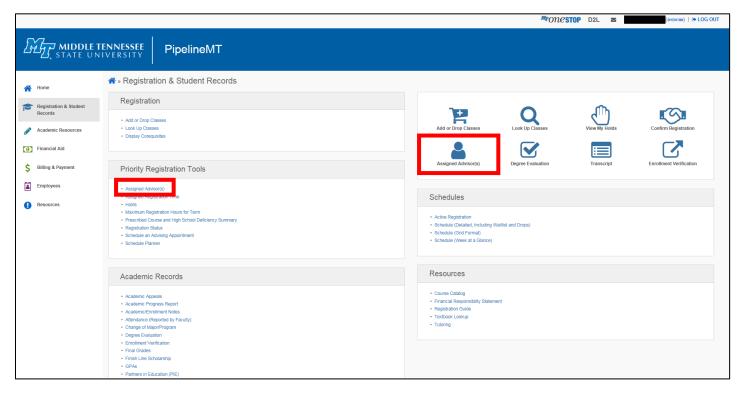


How to Find Your Assigned Advisor and Make an Appointment

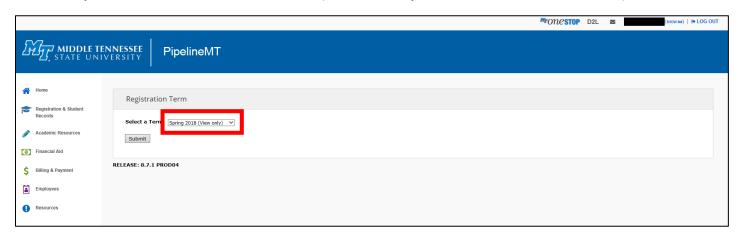
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



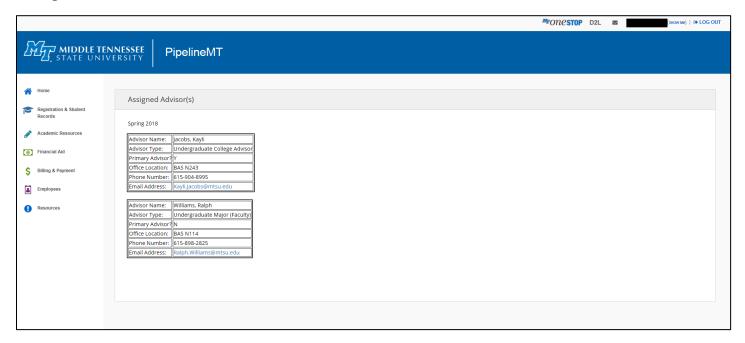
2. Click on **Assigned Advisor(s)** in the icon menu or in the **Priority Registration Tools** box.



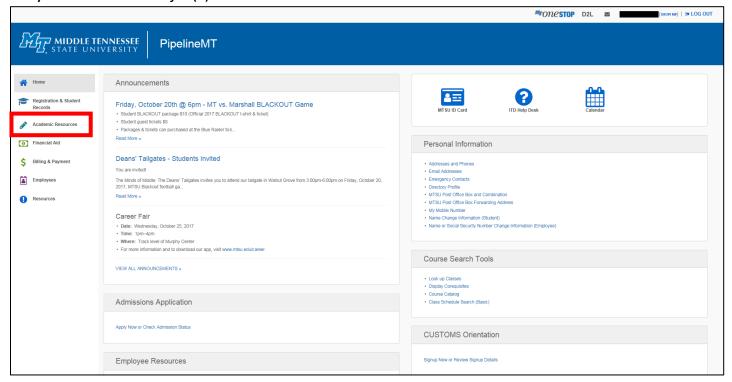
3. Select your desired term and **Submit**. (Make sure you select the current term.)



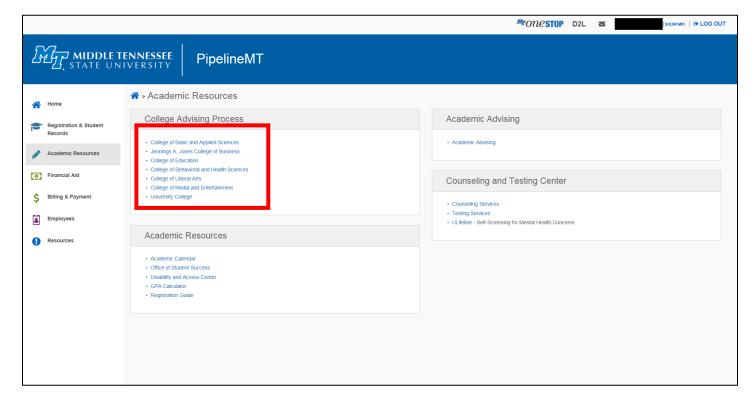
4. See all assigned advisor(s), including office locations, emails, and phone numbers. Sometimes multiple advisors are listed, for various reasons. Every student has an advisor in their academic college, and many students are also assigned a faculty advisor in their major. You may also have advisors listed for minors or additional advisors listed if you are a double major or in a Pre-Professional program. The default person to contact for advising is your college advisor.



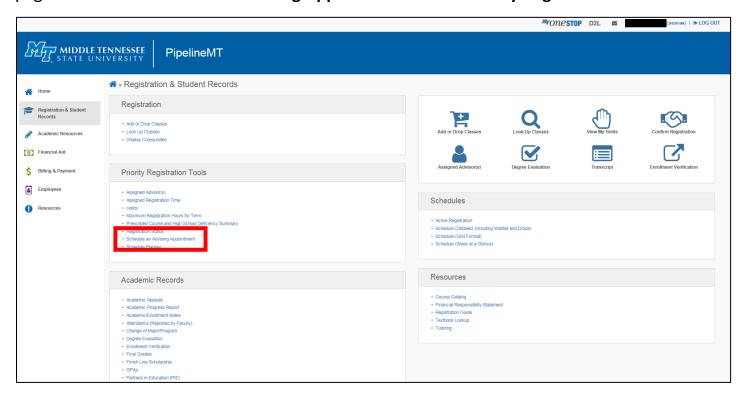
5. If no assigned advisor is listed, go to http://mtsu.edu/advising to find contact information for your intended major(s) or select **Academic Resources** in the left menu.



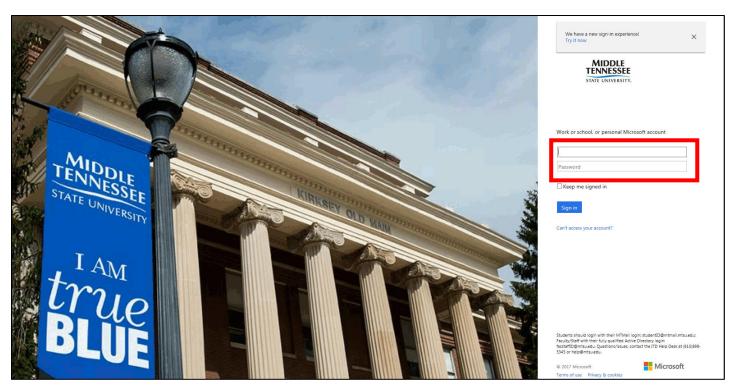
6. Here you will find links to each academic college's advising pages, where you can find contact information for each advisor and advising center based on your major.



7. To make an appointment with your advisor, go back to the **Registration & Student Records** page and select **Schedule an Advising Appointment** in the **Priority Registration Tools** box.

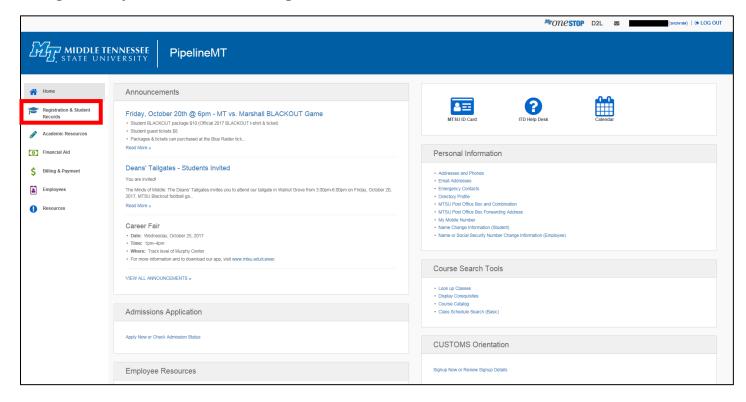


8. You will be directed to another website for making advising appointments. You'll use your MTMail login credentials to sign in. To access this website directly, go to http://mtsu.campus.eab.com.

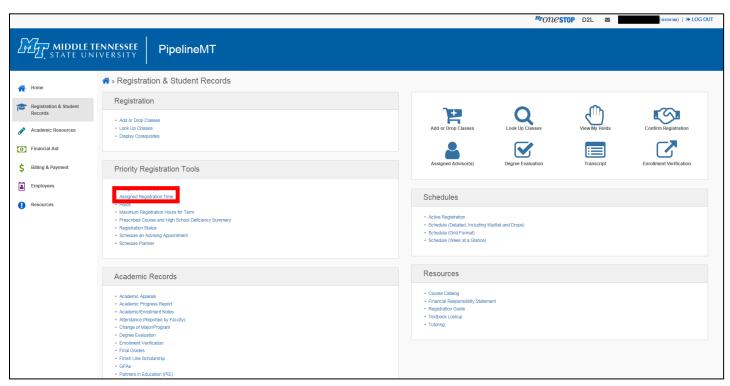


How to Find Your Assigned Registration Time

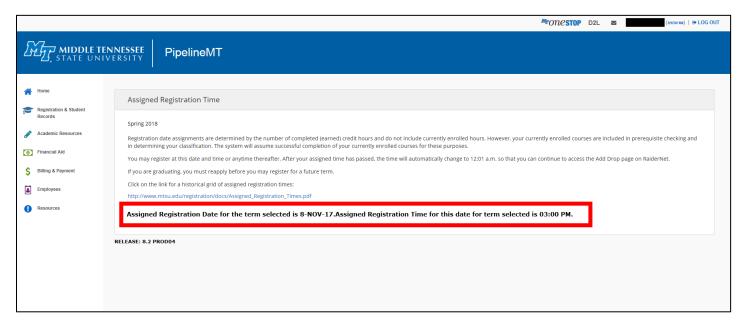
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



2. Click on **Assigned Registration Time** in the **Priority Registration Tools** box.



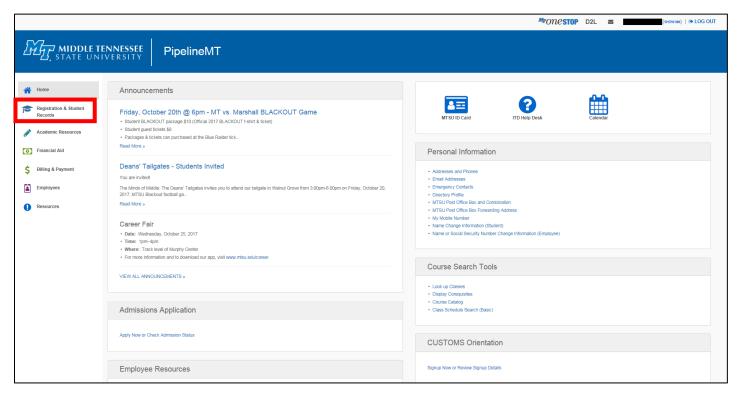
3. Select your desired term and **Submit** to view the day and time you can start to register for the next term. These times are assigned around Fall Break and Spring Break each year.



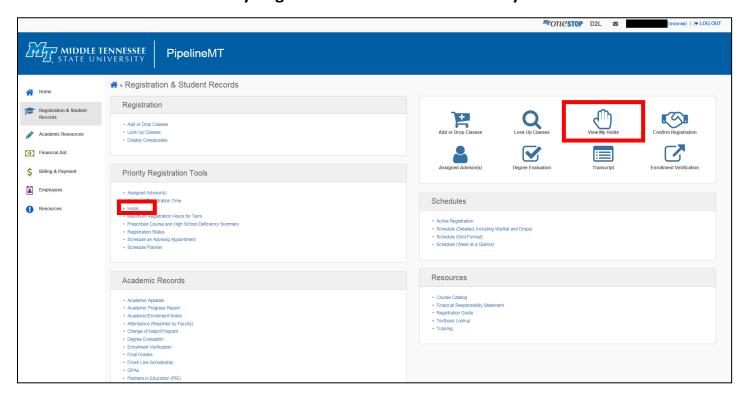
NOTE: Registration date/time assignments are determined by the number of earned credit hours. Currently enrolled hours are not included.

How to View Holds

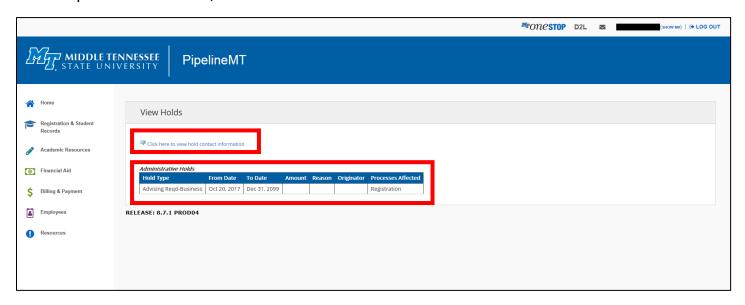
1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.



2. Click on Holds in the Priority Registration Tools box or View My Holds in the icon menu.

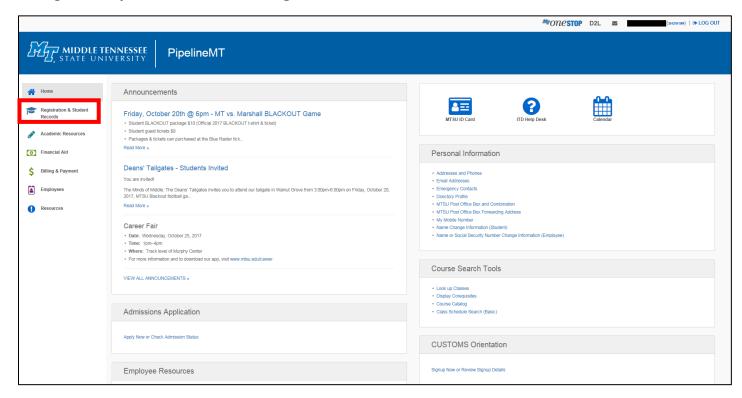


- 3. Some holds prevent your registration, while others only impact seeing your grades and transcript. You can see what type of hold you have, if any, on this screen.
- 4. To inquire about a hold, click the link on the screen to view hold contact information.

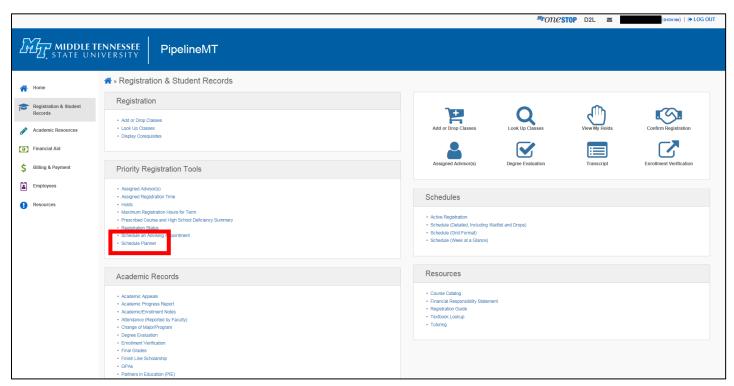


How to Use the Schedule Planner Tool

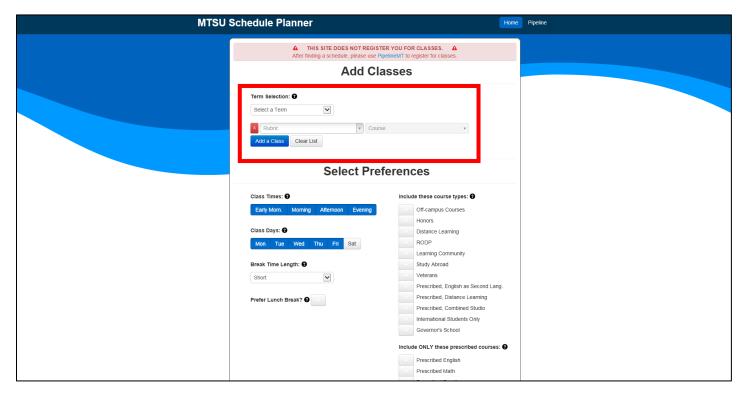
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



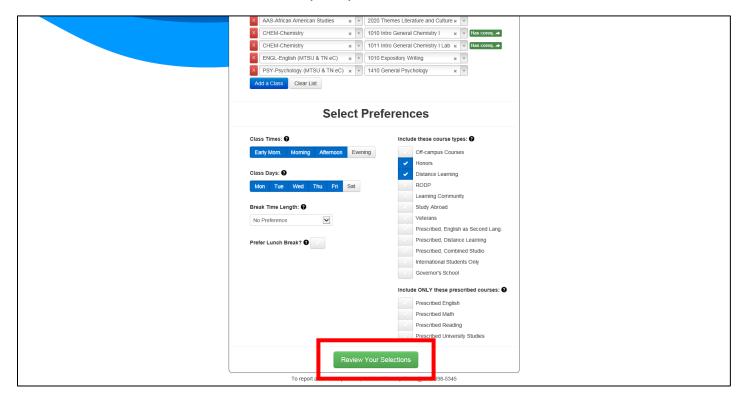
2. Click on **Schedule Planner** in the **Priority Registration Tools** box.



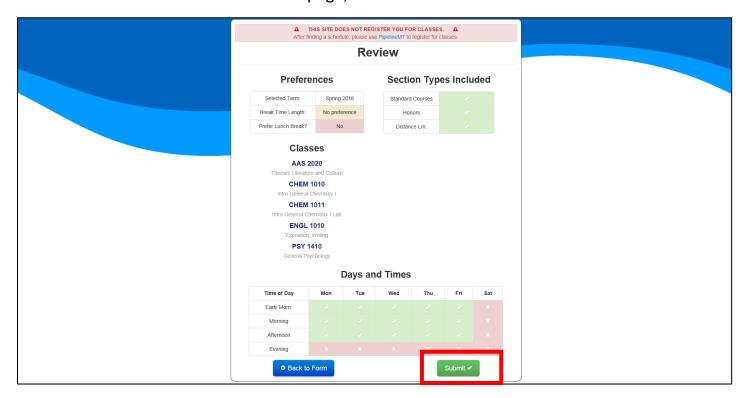
3. You will be taken to another website for this feature. Please note the **Schedule Planner** does **NOT** register you for classes. It only assists in helping you develop a schedule using the available times. Start by selecting a term and entering your subjects and course numbers.



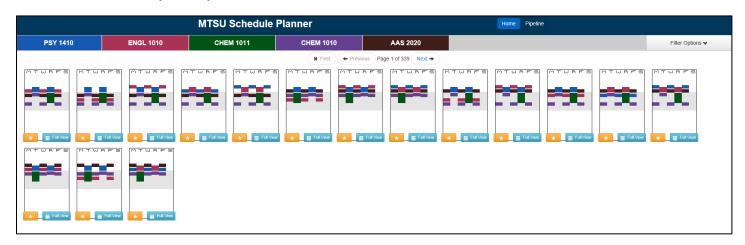
4. Once all courses are entered, select your preferences and Review Your Selections.



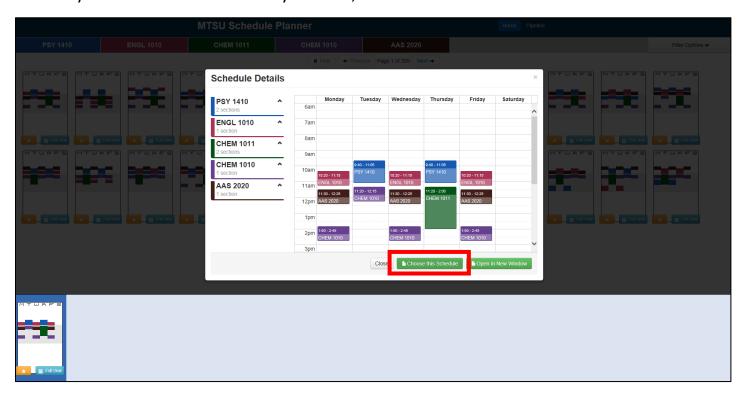
5. You'll be directed to a confirmation page, then select **Submit** if all is correct.



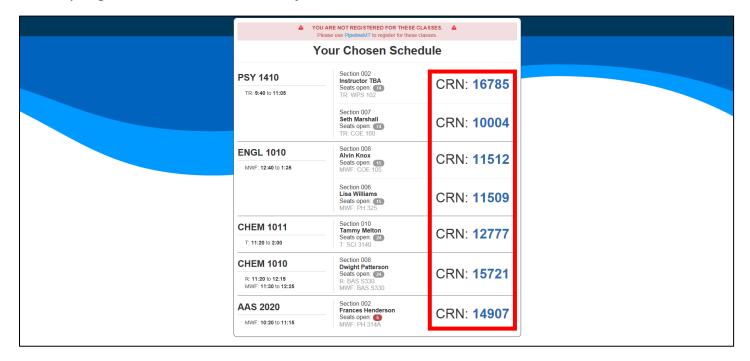
6. Options for your schedule will appear in a weekly grid format. Select the **Full View** of any option to see a more detailed schedule. You can also "lock in" certain sections at the top of the screen to limit your options even further.



7. Once you've found the schedule you want, select **Choose This Schedule**.

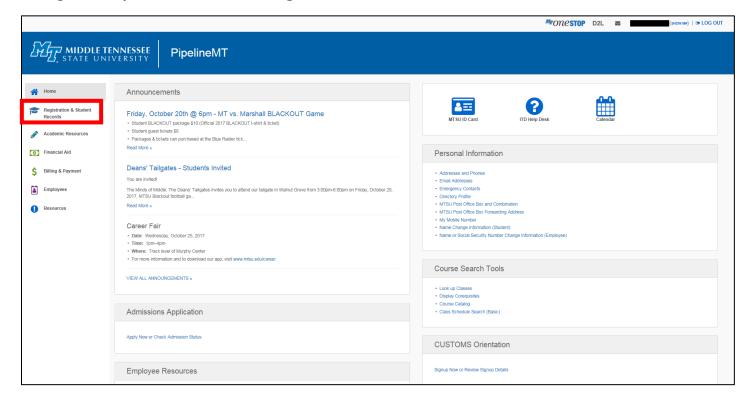


8. A list of CRNs will be provided for the chosen schedule, including alternates for different instructors of the same class taught at the same time. Take the CRNs and use them in the **Add or Drop Classes** screen when it is your time to register. Again, the **Schedule Planner** does **NOT** register you for classes, and all open sections are subject to change/close until you actually register for the classes on **PipelineMT**.

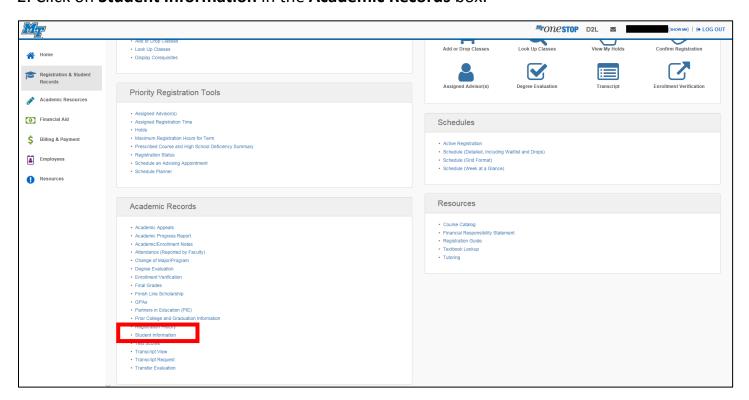


How to View Your Current Student Information

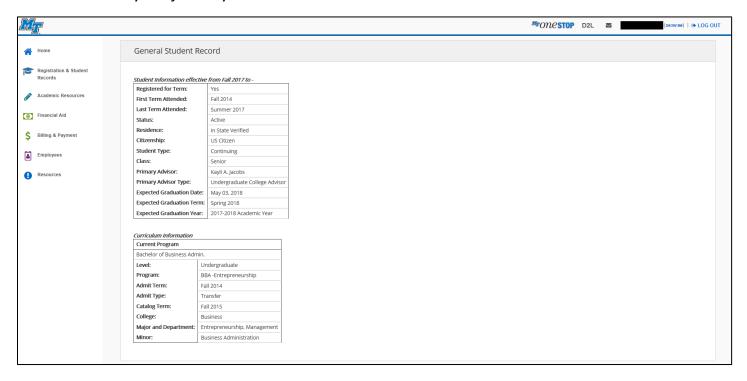
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



2. Click on **Student Information** in the **Academic Records** box.

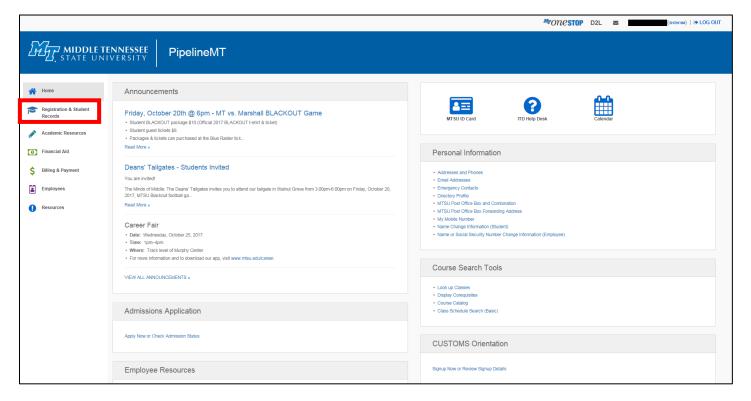


3. Your current information including major, minor, and Assigned Advisor is listed here. Please note your Expected Graduation Date is set far in advance until you submit your Intent to Graduate form your junior year.

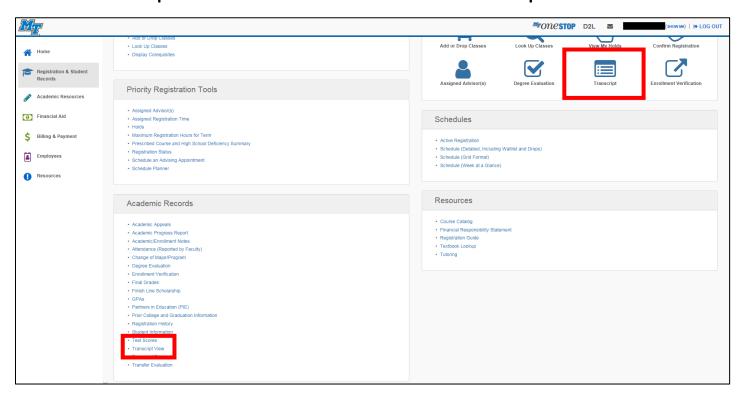


How to View Your Unofficial Transcipt

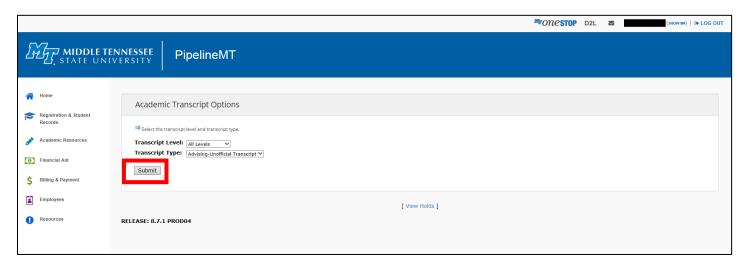
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



2. Click on Transcript View in the Academic Records box or Transcript in the icon menu.

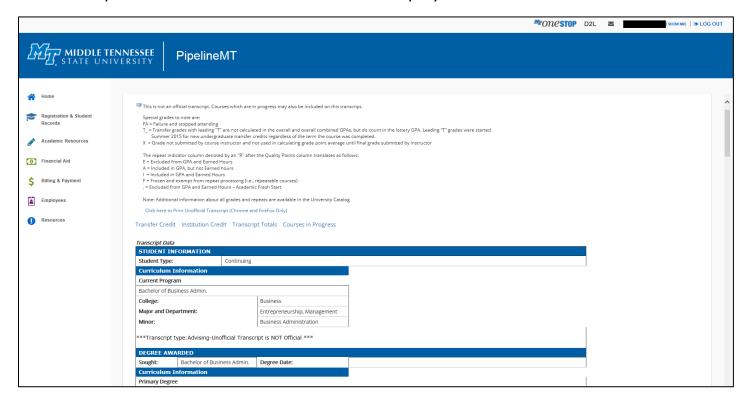


3. Select the **Level** and **Type** of transcript you want to view (although typically best to just leave it at the default settings and select **Submit**).



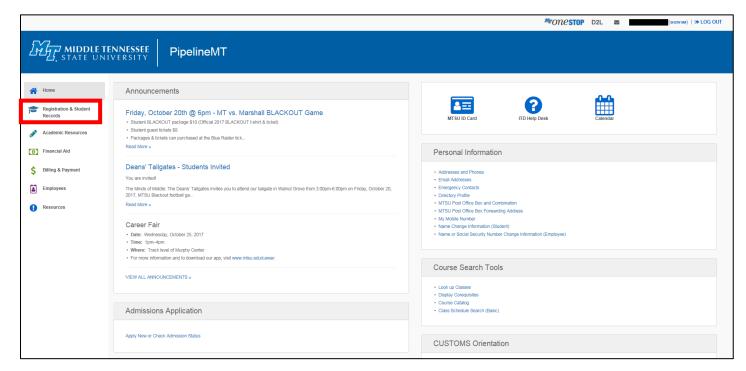
NOTE: To request an official transcript please visit the MT One Stop or submit a Transcript Request form, which can be found here: http://mtsu.edu/transcripts. If you have a transcript hold you will not be able to view your unofficial transcript. You may visit the MT One Stop to view only.

4. Your current transcript, including major, minor(s), and degree awarded/sought will be included along with your grades and GPA. You may print your unofficial transcript, but it will not be accepted from most other institutions or employers unless it is official.

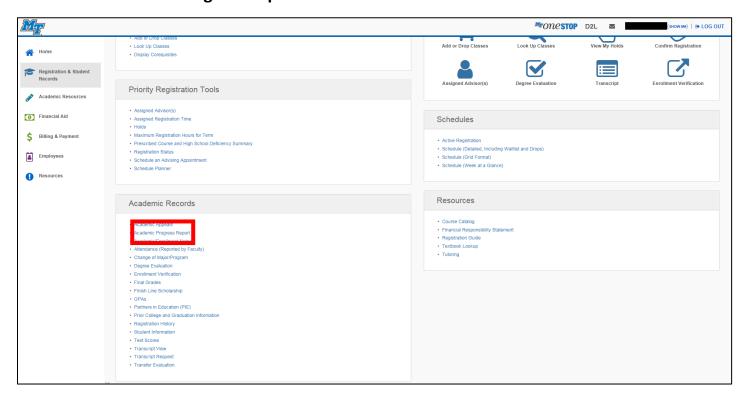


How to View Your Academic Progress Report

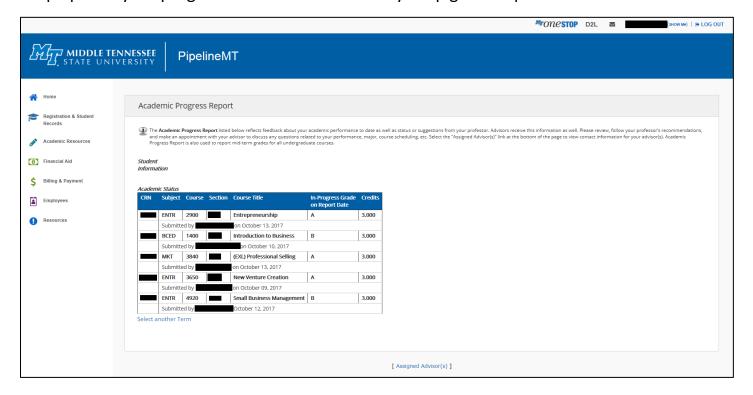
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



2. Click on Academic Progress Report in the Academic Records box.

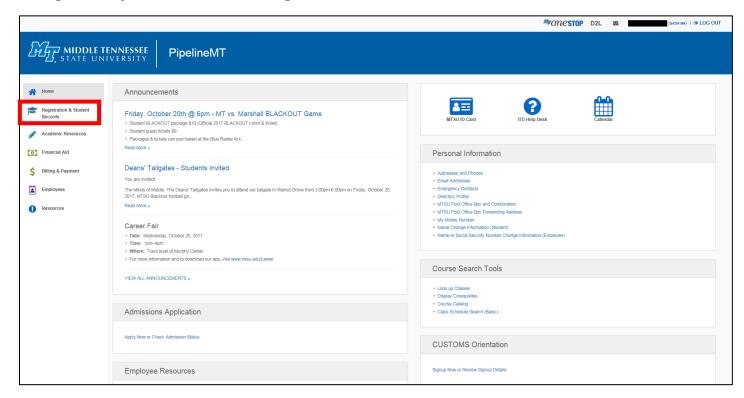


3. Your grades are updated in the middle of the semester, following mid-terms, so you can keep up with your progress. Some instructors may keep grades updated all semester on D2L.

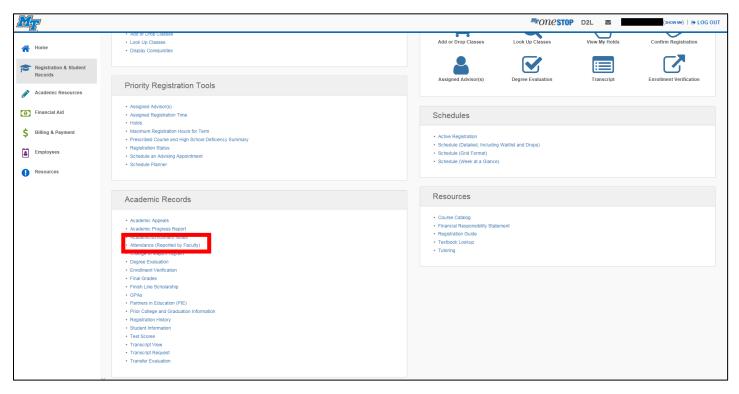


How to View Your Attendance Reporting

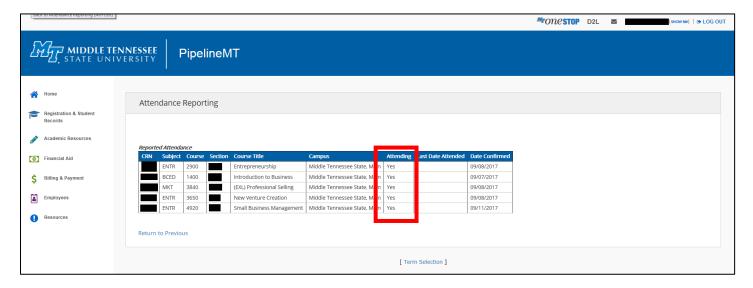
1. Log in to PipelineMT, click on Registration & Student Records in the left menu.



2. Click on Attendance (Reported by Faculty) in the Academic Records box.

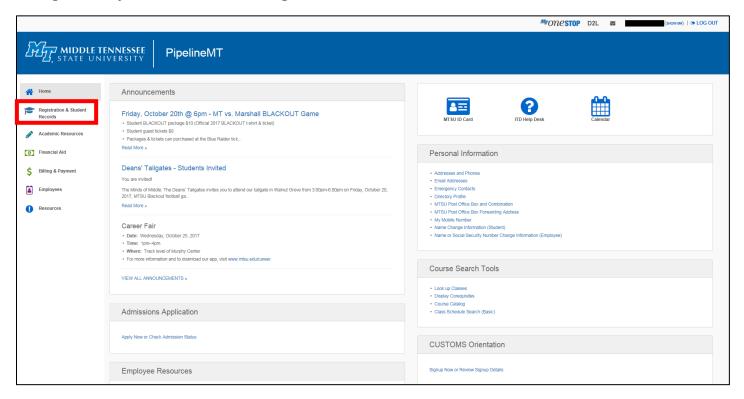


3. Your attendance is reported in the first two weeks of the semester. Nonattendance reports can have a negative impact on your financial aid. If your instructor has inaccurately reported you as not attending, contact them to update your records.

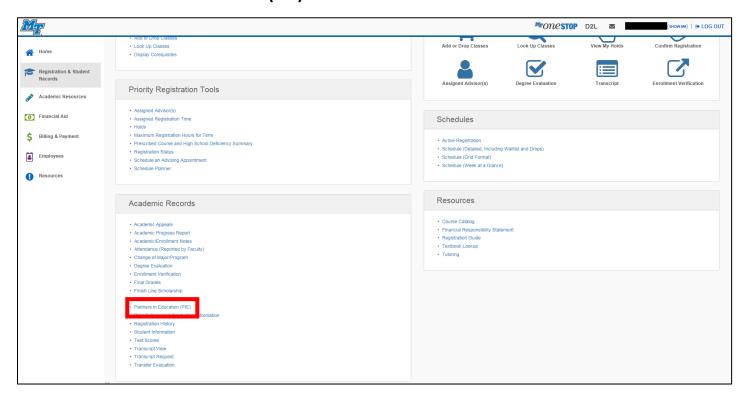


How to Update Your Partners in Education (PIE) Form

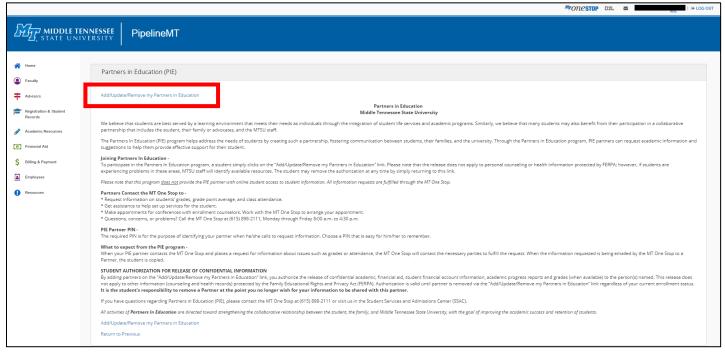
1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.



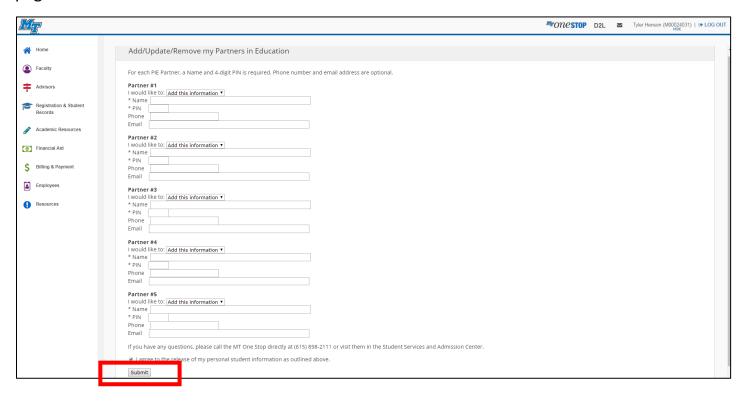
2. Click on Partners in Education (PIE) in the Academic Records box.



3. Information about the Partners in Education program will help you decide whether or not to add family members to your account. Please read the entire document carefully and understand your rights under FERPA. Click on **Add/Update/Remove my Partners in Education** to make changes to your account.

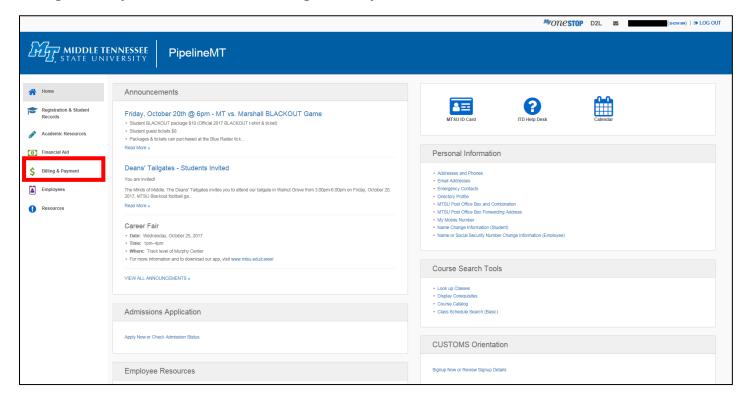


4. Enter information for people to add as your partners, including a PIN number for them to reference when contacting MTSU about your records. Select **Submit** at the bottom of the page when done.

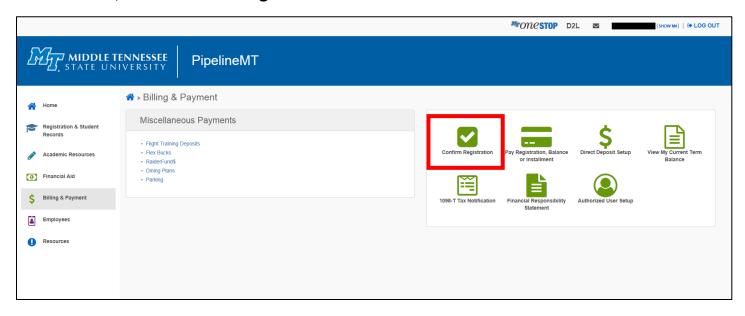


How to Confirm Tuition/Fees or Pay

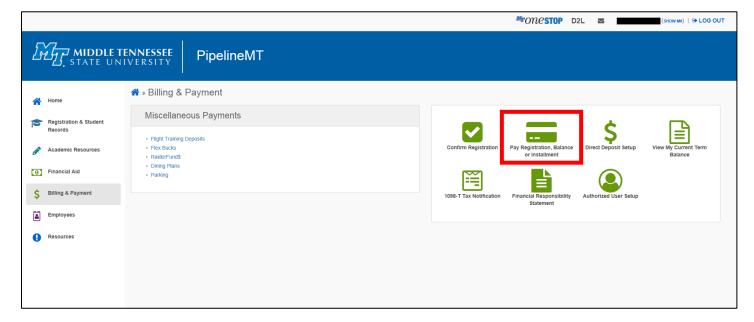
1. Log in to PipelineMT, click on Billing and Payment in the left menu.



2. To confirm, select **Confirm Registration** in the icon menu.

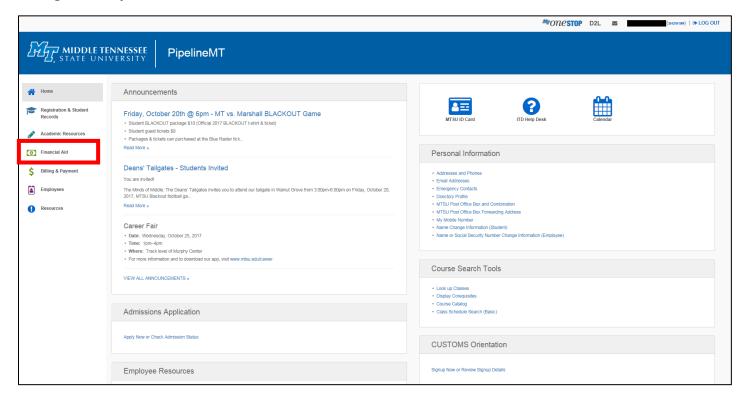


- 3. Select the term you are confirming. Your account balance summary and account details for the term will be displayed.
- 4. To confirm, click "Yes, I will attend . . . " at the top of the page. Wait for a confirmation number, and write it down or print the page. If you do not get a confirmation number, you have a balance due. You either need to pay or contact MT One Stop if you are receiving loans, grants, or scholarships that should cover your total bill.
- 5. To pay, select the **Pay Registration, Balance, or Installment** icon to the right. You will be directed to a secure website outside of **PipelineMT**. Follow payment directions for either the full balance or the first installment. For more information go to mtsu.edu/tuition.

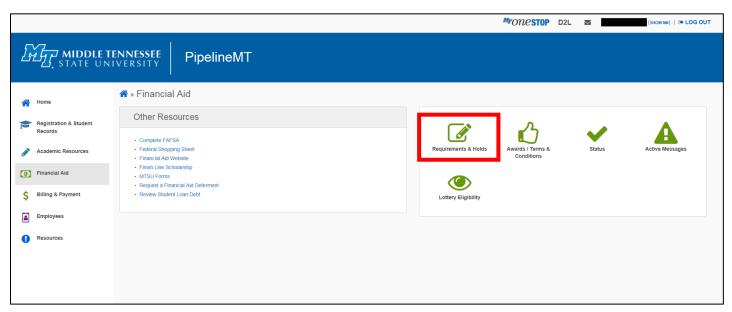


How to View Financial Aid Missing Documentation

1. Log in to PipelineMT, click on Financial Aid in the left menu.



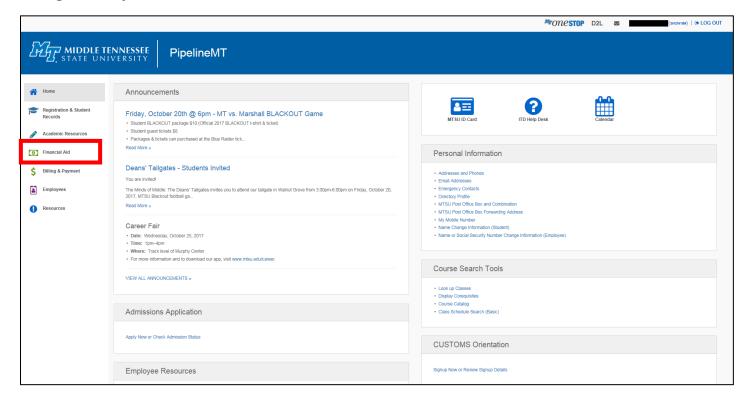
2. Select **Requirements & Holds** in the icon menu.



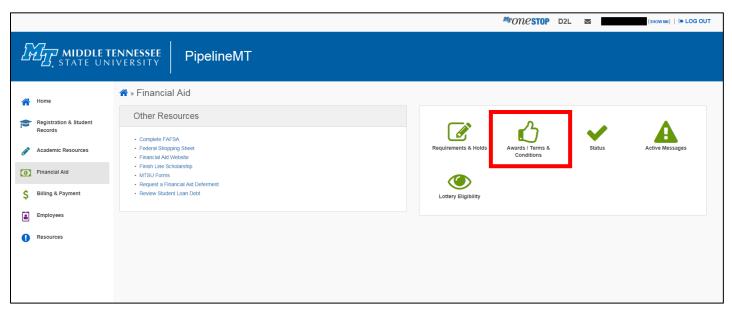
3. Select **Aid Year** and **Submit**. You'll be able to view all outstanding requirements for financial aid that still need to be submitted for the selected aid year, which should be submitted online or to the MT One Stop as soon as possible. Note that additional requirements could appear as other documents are submitted and reviewed.

How to View/Accept/Decline Financial Aid Awards

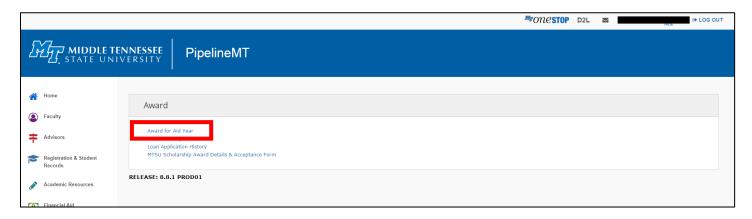
1. Log in to PipelineMT, click on Financial Aid in the left menu.



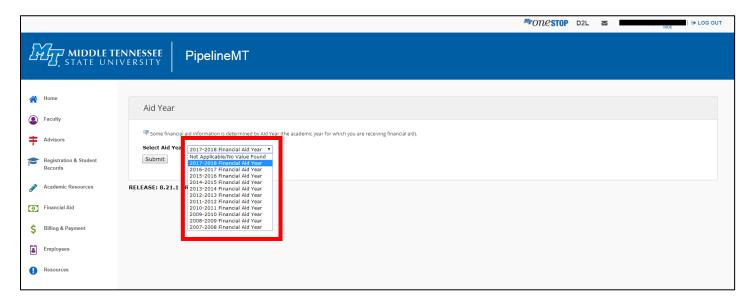
2. Select **Awards/Terms & Conditions** in the icon menu.



3. Select Award for Aid Year.



4. Select Aid Year and Submit.

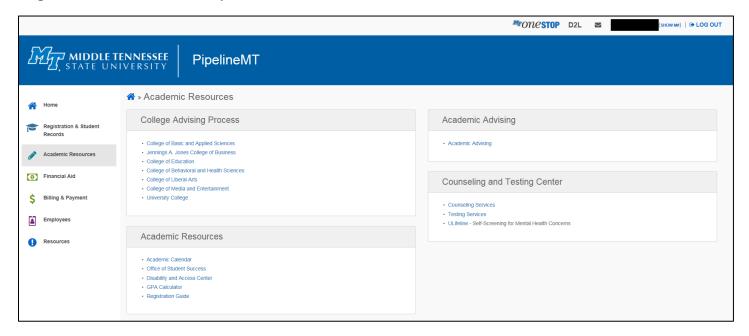


- 5. Select Terms and Conditions. Review and Accept MTSU Terms and Conditions.
- 6. Select **Accept Award Offer** as needed, or input partial loan amounts to accept before completing this page. Follow the instructions on the page to submit decisions.

NOTE: If an award is in an "accept" status, no further steps are needed for that award. Typically, award amounts are divided equally between the fall and spring semesters unless you are graduating in the fall or starting in the spring. Summer financial aid is contingent on what was awarded in the fall and spring, so visit the MT One Stop for specific questions about summer.

Other Pages on PipelineMT

1. The **Academic Resources** page in the left menu includes information on advising, counseling, testing, and student success. There are also links to the Academic Calendar and Registration Guide, two important resources for students.



2. The **Resources** page in the left menu is where you'll find access to websites like Lynda.com and the New York Times. You can also access the MTSU alerts page from here, the MTSU Library, Phillips Bookstore, and other helpful websites.

