

Student PipelineMT/RaiderNet Tutorial

The following is a page-by-page snapshot of the steps to access your records online. Arrows and text have been added to show you where to click and what information to enter. The information below consists of screen displays and are NOT actual links you can click on to begin the process. Use the vertical scroll bar to proceed through the online tutorial, or you can print this webpage for reference. Please e-mail Emily Curtis (emily.curtis@mtsu.edu) if you have comments/suggestions on this tutorial. Your feedback is important and will assist us in improving this tutorial.

Step 1:

1. Go to <http://www.mtsu.edu>.
2. Choose the PipelineMT tab.

Middle Tennessee State University | Middle Tennessee State University - Windows Internet Explorer

File Edit View Favorites Tools Help Convert Select

Favorites Welcome To Application... Welcome To Application... Suggested Sites Print View Gallery

Middle Tennessee State University | Middle Tennessee...

MTSU EMAIL PIPELINEMT A TO Z INDEX FAQs SEARCH MTSU.EDU 60

MIDDLE TENNESSEE STATE UNIVERSITY

ABOUT MTSU ADMISSIONS ACADEMICS CAMPUS LIFE RESEARCH INTERNATIONAL MTSU ATHLETICS CONTACT

True Blue Tour
Career Fair
Volunteers Needed
I am True Blue
Virtual Tour

MTSU News mtsu.edu
The high school transfer prospects get The Blue experience
Charitable Giving Campaign launches with goal of \$115,000
Todd Galley signs artists nationwide for spring '12/13 season
Now News Headlines

MTSU QuickLinks

Future Students Undergraduates Graduates Current Students Undergraduates Graduates MTSU Alumni Faculty and Staff

true BLUE TOUR
MTSU is coming to a city near you!
MTSU faculty, staff and students will be in Chattanooga (Oct. 2) and Nashville (Oct. 8) to visit with high school and transfer students interested in MTSU. RSVP for the tour stop in your city now.
Learn More

Become A Blue Raider **MT**
Undergraduate Admissions
Graduate Admissions
International Admissions

I'm One! Spotlight
Justin Nelson
I knew from that experience that MTSU was the right place for me to study Vocal/General Secondary Music Education

Internet 100% Done

Step 2:

1. Login using your MTSU username and password (if you do not know your username or password, choose: "New User? Click here to retrieve your username and password").

Middle Tennessee State University Login - powered by SunGard Higher Education - Windows Internet Explorer

Please Login to Your Secure PipelineMT Account:

User Name: (Red arrow pointing to this field)

Password: (Red arrow pointing to this field)

Login Cancel

Having problems logging in? Click here.

New User?
Click here to retrieve your username and password.

Please Login to Your PipelineMT Account!

PipelineMT provides secure access to personal data and services for MTSU students, faculty, and staff.

What's Inside PipelineMT?

You can register for classes, pay fees, check your email, keep a calendar and access your personal data. Login and choose the **RaiderNet** tab for registration, fee payment, and other personal data services. Look for these icons for email and calendar functions:

Email Calendar

D2L online course resources are available on the My Courses page!

Quick Links

- Supported Browsers
- How do I get a user name and password?
- I can't remember my password!
- View a RaiderNet Tutorial for class registration.
- Make this my homepage.

HAVING TROUBLE?
Try these solutions:
Check Your Browser
Forgot your User Name?
Forgot your Password?
How do I get my email?
Planned Down Time

>Authenticated User/Parent
Login Self Help

>Alumni Online Community

>Alumni Giving

>Admission Inquiry

PipelineMT Security
Even though a padlock or https:// will not appear, PipelineMT is completely secure.

Internet Read more about security...

Information Technology Help Desk

Hours: 24 hours/7 days when classes are in session

Phone: 615-898-3365
Email: help@mtsu.edu

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Error on page.

Step 3:

- Once you are logged into PipelineMT, choose the RaiderNet tab.

The screenshot shows the PipelineMT homepage in Internet Explorer. A red arrow points to the "RaiderNet" tab in the top navigation bar. The page includes sections for My Courses, Bookmarks, Personal Announcements, Campus Announcements, and My Calendar. The My Calendar section displays the month of October 2012 with specific dates highlighted in yellow. The bottom right corner features the Sungard Higher Education logo.

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Step 4:

1. Select the Student tab.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PipelineMT student portal. The URL in the address bar is http://thelearningcenter.mtsu.edu/~mstutudent/_studentandstaffareasofthe_pipelinemt/_parentdirectory/education/10110004/. The page title is "PipelineMT Your Gateway to the MTSU Campus!". The top navigation bar includes links for "My Account", "Content Layout", "Welcome" (which says "You are currently logged in"), "E-mail", "Calendar", "Grouper", "D2L", "Logout", and "Help". Below the welcome message, there are tabs for "My Pipeline", "RaiderNet", "Campus Directory", "MTSU Info", "Tutorial", and "Sample". The "Student" tab is highlighted with a blue border. A red arrow points to the "Student" tab. Below the tabs, there is a search bar labeled "Search" and a link to "Personal Information". The "Personal Information" section contains several links: "View Addresses and Phones", "Update Addresses and Phones", "View E-mail Addresses", "Update E-mail Addresses", "View Emergency Contacts", "Update Emergency Contacts", "Name or Social Security Number Change Information", "Directory Profile", "What's My MTSU ID Number (aka M#)?", and "Answer a Survey". At the bottom of the page, there is a link to "Class Schedule Search", "Course Catalog", "Look Up Classes", and "Display Course Corequisites". The bottom right corner of the browser window shows "Internet" and "100%".

Step 5:

1. Under the Student tab, choose Registration.

Step 6:

1. Choose Look Up Classes to search for classes, or
2. Choose Add or Drop Classes to enter the correct CRN numbers directly into the Add Classes Worksheet.

The screenshot shows the PipelineMT registration page. At the top, there's a navigation bar with links for My Pipeline, RaiderNet, Campus Directory, MTSU Info, Tutorial, Sample, E-mail, Calendar Groups, D2L, Logout, and Help. The date October 9, 2012, is also displayed. Below the navigation bar, there's a menu bar with Personal Information, Student, Financial Aid, Faculty Services, and Employee. A search bar is present. The main content area is titled "Registration". It has a section for "Select Term" with a note "Choose specific term as needed". Below this are three buttons: "Look Up Classes" (with a red arrow pointing to it), "Display Corequisites", and "Add or Drop Classes" (with a red arrow pointing to it). Further down, there's a list of links including Academic Appeals, Academic Deficiency Summary, Active Registration, Un-graded courses for all terms, Assigned Advisor(s), Change of Major/Program, Dates and Deadlines, Final Exam dates, Drop/Add and Withdrawal deadlines, Enrollment Verification, GPA Calculator, Holds, Maximum Registration Hours for Term, MTSU ID Number (aka Mr#), Post Office Box and Combination, and Registration History.

Step 7:

1. To search for classes using Lookup Classes, first Select the correct Term, and then Submit.
2. You can then search by Course Subject by selecting the Subject and clicking Submit or by selecting Advanced Search to search by details such as Subject, Course Number, Instructional Method, or Instructor.

The screenshot shows a Microsoft Internet Explorer window displaying the PipelineMT website. The URL in the address bar is <http://www.mtsu.edu/ugrad/registrar/classes/search/lookupclasses.aspx?universityid=1&deptid=10000000000000000000000000000000>. The page title is "PipelineMT Your Gateway to the MTSU Campus!". The top navigation bar includes links for My Account, Content Layout, Welcome (You are currently logged in), E-mail, Calendar Groups, D2L, Logout, and Help. Below the navigation bar, there are links for My Pipeline, RaiderNet, Campus Directory, MTSU Info, Tutorial, Sample, and a date of October 9, 2012. A note at the top states: "Some courses require registration in both a lecture and lab at the same time which are designated as "corequisites." If a class requires a corequisite (i.e., BIOL 1030 and 1031), click on the Display Corequisites link on the Registration menu or at the bottom of the Look Up Classes or Add or Drop Classes pages to find correct pairs of lecture and lab sections. Once a pair is identified, then note the CRNs and enter them at the same time on the Add or Drop Classes page." A red arrow points from this note to the "Search by Subject" button below. Another red arrow points from the "Advanced Search" button to the "Search by Advanced Search" button below it. A note at the bottom of the page says: "If your search does not return expected results, click Reset then broaden your search criteria." and "Do not select a specific start time or end time on the Look Up Classes pages. This function is not currently working correctly. This is under review." At the bottom, there are links for Week at a Glance, Student Detail Schedule, View Holds, and Display Corequisites, along with a RELEASE: 8.5.2.1 TBRB: 1.2 notice. The status bar at the bottom right shows "Internet" and "100%".

Note: Some courses require co-requisites. These courses require the student to register for both corresponding courses at the same time, such as a class and a lab.

1. To search for the correct course and the correct lab, choose Display Co-requisites underneath the Lookup Classes link.
2. Select the correct Term and Course Subject. (You may also check the boxes to include or exclude Raider Learning Communities.) Select Submit.
3. Choose the correct course. Listed directly below the course is the corresponding lab, select one.

Ex: if you enroll in BIOL 1120, section 001, then you have fourteen options to choose from for the lab (the labs are listed directly underneath the corresponding course).

4. Both the course CRN and the lab CRN must be entered into your Add Classes Worksheet at the same time.
5. If an error occurs for either the class or the lab, then you will not be registered for either one. You must resolve the error and try to register again.

The screenshot shows a web browser displaying the PipelineMT website. The URL in the address bar is http://www.mtsu.edu/cgi-bin/mtsuweb/courses/search_by_crn.pl?course_id=BIOL_1120§ion_id=001&term_id=201105&submit=Search. The page title is "PipelineMT Your Gateway to the MTSU Campus". The main content area displays a table of course offerings for BIOL 1120, section 001. The table includes columns for CRN, Course ID, Section, Days, Time, Room, and Capacity. Below this table, there are two sections of tables: "If you enroll in the following course:" and "You must also enroll in one of the following:". Red arrows point to the first row of each of these sections, highlighting specific course offerings. At the bottom of the page, there is another table for "If you enroll in the following course:" which contains a single row for BIOL 1120, section H01.

	Course ID	Section	Days	Time	Room	Capacity	CRN
1	BIOL 1120	001	MWF	10:20 am-11:15 am	TBA	100	WPS 310
1	BIOL 1120	002	MWF	01:50 pm-02:45 pm	TBA	100	WPS 309
1	BIOL 1120	003	M	06:00 pm-09:00 pm	TBA	36	DSB 130
1	BIOL 1120	004	TR	09:40 am-11:05 am	TBA	100	SAG 125
1	BIOL 1121	002	12493	M	02:30 pm-05:15 pm	24	WPS 307
1	BIOL 1121	003	12494	M	02:30 pm-05:15 pm	24	WPS 309
1	BIOL 1121	004	12495	T	08:00 am-10:45 am	24	WPS 309
1	BIOL 1121	005	12496	T	11:20 am-02:05 pm	24	WPS 309
1	BIOL 1121	006	12497	T	02:40 pm-05:25 pm	24	WPS 309
1	BIOL 1121	007	12499	T	06:00 pm-08:45 pm	24	WPS 309
1	BIOL 1121	008	12500	W	11:30 am-02:15 pm	24	WPS 307
1	BIOL 1121	009	12501	W	02:30 pm-05:15 pm	24	WPS 307
1	BIOL 1121	010	12503	W	06:00 pm-08:45 pm	24	WPS 309
1	BIOL 1121	011	12504	R	11:20 am-02:05 pm	24	WPS 309
1	BIOL 1121	012	12505	R	02:40 pm-05:25 pm	24	WPS 307
1	BIOL 1121	013	12506	R	02:40 pm-05:25 pm	24	WPS 309
1	BIOL 1121	001	14932	M	11:30 am-02:15 pm	24	WPS 307
1	BIOL 1121	014	15717	F	11:30 am-02:15 pm	24	WPS 307

If you enroll in the following course:

1 BIOL 1120 H01 12507 TR 08:00 am-05:25 am	HONR 119	20	0	20	01/17-05/11
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Step 8:

1. To add the class CRN directly, choose Add or Drop Classes, and then enter the CRN into the Add Classes Worksheet.
 2. Submit Changes to register.
 3. Once you Submit, you should be able to view your registered classes underneath Current Schedule.

SunGard Higher Education - Windows Internet Explorer

File Edit View Favorites Tools Help X Convert Select

Favorites Welcome To Application... Welcome To Application... Supported Sites Web Site Safety

S SunGard Higher Education PipelineMT Your Gateway to the MTSU Campus!

My Account Welcome You are currently logged in.

E-mail Calendar Groups D2L Logout Help

October 9, 2012

[My Pipeline](#) [RaiderNet](#) [Campus Directory](#) [MTSU Info](#) [Tutorial](#) [Sample](#)

[BookNow - To purchase books](#)
[Registration Errors - Click here for assistance](#)
[Withdraw - Click here regarding details](#)
[Fee Payment/Confirmation - Click here for important fee payment/confirmation deadlines and instructions](#)

Current Schedule

Total Credit Hours: 00
 Billing Hours: 00
 Minimum Hours: 00
 Maximum Hours: 000
 Date: Oct 09, 2012 03:55 pm

Add Classes Worksheet:

CRNs

[[View Holds](#) | [Display Corequisites](#)]

RELEASE: 8.5.1.2 TBR8: 1.3