How to Schedule an Appointment with the Career Development Center

1. Log in to Navigate - https://mtsu.edu.campus.eab

2. Next, click Schedule Appointment button on the right side of the page.

3. Type of Appointment - Choose Career Development in the dropdown box.
4. **Appointment Service** - Choose the reason for the appointment in the dropdown box.

- Assessment Results - 60 minutes
- Career Fair Prep - 30 minutes
- Career Planning/Decision Making - 45 minutes
- Grad and Professional School App Support - 45 mins.
- Interview Prep - 45 minutes
- Job Search Coaching - 30 minutes
- Resume/Cover Letter Review - 30 minutes

5. **Location** - Choose an online (virtual) or in office (KUC 326) appointment.

6. **Career Advisor Selection** – Choose your primary career advisor first, if your primary career advisor is not available choose secondary career advisor.

7. **Appointment Date** – Select your appointment date and click Next.
8. **Appointment Time** – Select an available time for your appointment.

9. **Schedule Appointment** – Click the **Confirm Appointment** button. Appointments are not scheduled without confirming.

10. If you need further assistance scheduling, email your primary career advisor or contact the Career Development Center.

    Hours - 8:00am - 4:30pm  
    Office - (615) 898-2500  
    Email - career@mtsu.edu