1. Click the "Schedule Advising Appointment" button on the CBHS Advising webpage, then log into SSC using your *full* MTSU email address (e.g., xyz2a@mtmail.mtsu.edu) & your MT Mail password.

2. On the student homepage of SSC Campus, click on the blue Advising button in the top right corner of the screen.

3. Next, use the drop-down menu to select Behavioral & Health Sciences.

4. Then choose from the next drop-down menu of more specific reasons for your advising appointment, and click the blue “Next” button.

5. Select Behavioral & Health Sciences one more time.

6. Choose your advisor on the next drop-down menu, then click the blue “Next” button. (See below.) **BESURETOSELECTONLYYOURASSIGNEDADVISORINTHIS FIELD, ORYOURAPPOINTMENTCOULDBECANCELLED.** Please ignore the "If you don’t have a preference" text, as this does not apply to the CBHS Advising Center! (Need some help? Visit our "Who is my advisor?" webpage!)

**Alternately, you may access SSC Campus via the “Schedule an Advising Appointment” button at the bottom left corner of the PipelineMT login page.**
7. Select your desired appointment day/time based upon your assigned advisor’s availability. You may also navigate week-by-week to see additional advisor availability. Once you have made your selection(s), click the blue “Next” button to review your appointment details.

8. Review the instructions in the “Additional Details” section. You may leave also brief comments for your advisor regarding the focus of your scheduled meeting. Please include your MTSU ID number, email address, and phone number in the comment field in case we need to reach you.

   In the comment field, you should also note if you are requesting an appointment via telephone or another medium (for students in online programs or with extenuating circumstances). Otherwise, your advisor will assume that your appointment will take place in their office.

9. Set your reminder preferences. By default, you will receive an e-mail once you confirm your appointment. Also by default, you will receive an e-mail and text message reminder in advance of your upcoming appointment. However, you may opt out of one or both of these reminder notifications by clicking the “Send me an Email” and/or “Send Me a Text” buttons until your e-mail address and/or cell number disappears. You may also enter/update your cell phone number to ensure that messages are sent to the proper phone number.

10. Finally, be sure to click the blue “Confirm Appointment” button to confirm your selections.

11. You may now view a summary of your advising appointment details, and if you choose, you can navigate to other parts of SSC Campus using the links shown in blue below.

12. You may also view the appointment and appointment details on the Calendar tab of your SSC Campus home page. You may also edit/change your appointment by clicking on the appointment as it appears in your calendar. Just follow the prompts to complete your desired changes.

If you have questions or experience difficulties scheduling an advising appointment, please contact your advisor directly, consult the Help Center in SSC Campus (by clicking on the “?” in the top right of the screen), or contact the MTSU Office of Student Success at SSCCampus@mtsu.edu.

Updated 1/8/18 BAM