Scheduling Advising Appointments on SSC Campus
MTSU
College of Liberal Arts

1. Go to http://mtsu.edu/liberalarts/advising/, and click on the “Schedule an Advising Appointment” button. Log in using your PipelineMT username and password.

2. Once logged in, you will start on the student homepage of SSC Campus. Click on the blue “Schedule an Advising Appointment” button at the top right corner of the screen.

3. Next, use the drop-down menu to select the College in which you would like to schedule an advising appointment. (See below.)
4. Choose your major and the alphabetical range of your last name from the next drop-down menu for the more specific reason for your advising appointment, and click the blue “Next” button. (See below.)

5. Select “College of Liberal Arts” from the Location drop-down menu. After selecting, click the blue “Next” button. (See below.)

6. Select your advisor on the drop-down menu. Your assigned advisor is identified with text that says "Your Advisor" in parentheses. After selecting, click the blue "Next" button. (See below.)
7. 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. (See below.)

8. Review the summary appointment information on the screen shown below. You can type in a brief comment for your advisor if you choose. By default, you will receive an e-mail after you’ve confirmed your appointment. Also by default, you will receive both e-mail and text reminders in advance of your upcoming appointment. You may opt out of one or both of these reminder notifications by unselecting the “Send me an Email” and/or “Send Me a Text” buttons. You may also enter/update your cell phone number to ensure that messages are sent to the proper phone number.

9. Finally, click the blue "Confirm Appointment" button to confirm your selections. (See below.) Note the yellow highlighted message at the top of the screen that explains the appointment isn't yet confirmed.
After it’s confirmed, you’ll see a “Success!” message appear. You can now view your advising appointment details and navigate to other parts of SSC Campus using the links shown in blue. (See below).

**Changing/Cancelling Appointments**

You can view the appointment and appointment details on the Calendar tab of your SSC Campus home page (see below). To edit/change your appointment, click on the appointment as it appears in your calendar. Then, 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 SSC 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