

ADVISING AT MTSU

Academic advising is recommended each semester to ensure that you stay on track for graduation. Please contact your academic advisor to review your progress, work out a schedule of classes, obtain program updates/changes, and seek help in making academic decisions. Getting advised early will allow you to register on time for Spring 2018 classes.

Required Advising for Undergraduate Students

Advising is required for new freshmen and new transfer students before registration.

Currently enrolled undergraduate students are encouraged to be advised by their faculty or college advisor as appropriate. Advisors will send an email to your MTMail if you are required to be advised.

A hold will appear on your account preventing priority registration if advising is required.

PIPELINEMT INSTRUCTIONS

How to Find Your Advisor on PipelineMT

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Assigned Advisor(s)**.
3. Select a term and **Submit**. (Make sure you select the current term.)
4. See all assigned advisor(s), including office locations, emails, and phone numbers.
5. If no assigned advisor, contact department of your major.

How to View Holds on PipelineMT

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Holds**.
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 Find Your Assigned Registration Time

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

3. Select a term and **Submit** to view the day and time you can start to register for the next term.

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

How to View Financial Aid Missing Documentation

1. Log in to **PipelineMT**, click on **Financial Aid** in the left menu.
2. Select the **Requirements & Holds** icon to the right.
3. Select **Aid Year** and **Submit**.

How to View/Accept/Decline Financial Aid Awards

1. Log in to **PipelineMT**, click on **Financial Aid** in the left menu.
2. Select the **Awards/Terms & Conditions** icon to the right.
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**. Follow instructions 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.

How to Confirm Tuition/ Fees or Pay on PipelineMT

(Confirm/Pay should not be confused with confirming/accepting financial aid.)

NOTE: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines. You can also confirm on the MTSU Mobile app if you do not owe a balance.

Beginning Dec. 5, you may confirm you will attend MTSU and validate your registration if you have a zero or negative (-\$) balance.

1. Log in to **PipelineMT**, click on **Billing and Payment** in the left menu
2. To confirm, select the **Confirm Registration** icon to the right
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 . . .**" Wait for a confirmation number, and write it down or print the page.

5. **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.
6. **To pay**, select the **Pay Registration, Balance, or Installment** icon to the right. You will be directed to a secure website outside of PipelineMT.
7. Follow payment directions for either the full balance or the first installment.

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

Advanced Search: To select all subjects, select the first subject, hold down the shift key, and select the last subject. All subjects will be selected. You could then select an attribute to search for a specific area such as General Education across all subject areas.

4. For best results using the Advanced Search option, leave remaining fields at their default settings and click **Section Search**.
5. If the class requires a corequisite, click on the **Display Corequisites** link at the bottom of the page. Once selected, 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.

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** and select 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.
4. 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. 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**.

Course Prerequisites, Restrictions, and Corequisites

Some course sections require prerequisites or departmental permission before registration. If prerequisite exception is being requested or departmental permission is needed, contact the academic department for permission/permit; if a permit is issued by the department, then the student must access **PipelineMT** to register.

If a class requires a corequisite (e.g., BIOL 1030 and 1031), click on the **Display Corequisites** link at the bottom of the **Look Up Classes** or **Add or Drop Classes** page. You may also access **Display Corequisites** from the **Registration** box.

To View Your Schedule

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Schedule (Grid Format)**.
3. Select a term and **Submit**.

NOTE: 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.

