

# Scheduling Your Advising Appointment



BAS N216  
615-904-8063

**Currently enrolled and re-enrolling MTSU students** with assigned advisors may use the online appointment system to schedule appointments. Please call our office if you do not have an assigned advisor.

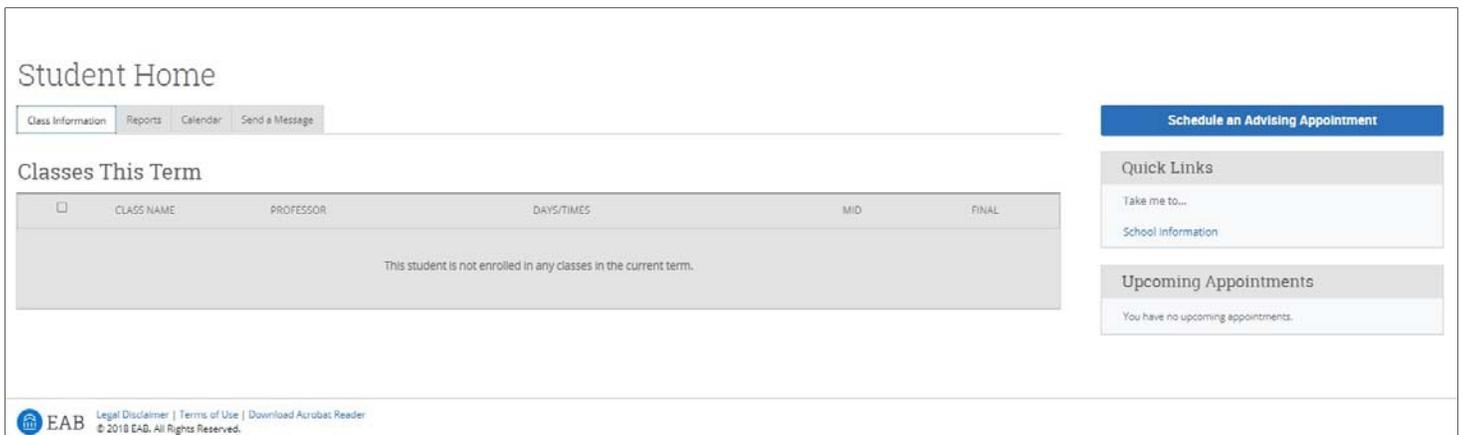
**New freshman and new transfer students** see advisors during CUSTOMS and international orientation. If these events have passed, please call our office to schedule your appointment.

**If you are changing your major or receiving an additional bachelor's degree**, please call our office to schedule your appointment.

1. Click on the [Schedule an Appointment](#) button or link to login with your MTMail Username (*full email address*) and Password.



2. Click on the **Schedule an Appointment** button.



3. Use the drop-down menu to select **Advising** and then **Jones College of Business Advising**. If you are a Jones College student who wants to change to a major offered by one of the other colleges, you will need to select that particular college.

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

- please choose one --
- Advising

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

What type of appointment would you like to schedule?

Advising

For what academic college/unit would you like to schedule an appointment? See [www.mtsu.edu/programs](http://www.mtsu.edu/programs) for more information about the programs in each academic college.

-- please choose one --

- please choose one --
- College of Basic & Applied Sciences Advising
- College of Behavioral & Health Sciences Advising
- College of Education Advising
- College of Liberal Arts Advising
- College of Media & Entertainment Advising
- Honors College Advising

4. Select the reason for your appointment. If you do not have an assigned advisor, please call our office and our secretary will schedule your appointment for you.

### Schedule Advising Appointment

To help you find a time, please tell us why you'd like to see someone.

For what academic college/unit would you like to schedule an appointment? See [www.mtsu.edu/programs](http://www.mtsu.edu/programs) for more information about the programs in each academic college.

Jones College of Business Advising

What is the specific reason for this appointment?

-- please select a reason for the appointment --

- Change of Major - JCOB
- Complete Form/Letter - JCOB
- Graduation Check - JCOB
- Major/Scheduling - JCOB
- Minor Advising - JCOB
- New Freshman - JCOB
- New Transfer - JCOB
- Study Abroad - JCOB

5. Select **Jones College of Business Advising Center (BAS N216)** and your advisor. The words (your advisor) appear next to your advisor's name. If you schedule with an advisor other than your own, your appointment may be cancelled. Once you make your selection, click the blue **Next** button.

Schedule Advising Appointment

Select the appropriate Advising Center here.

Jones College of Business Advising Center (BAS N233) ▼

Please select the appropriate advisor for your appointment.  
*If you don't have a preference, just click Next.*

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Next ▶

- Davis, Abby
- Jacobs, Kayli
- Bollinger, Amber
- Calahan, Paula
- Leming, Gretchen
- Donahue, Amie
- Yttri, Emily

6. Select your desired appointment day/time based on your assigned advisor's availability. You may have to look at other weeks to see additional availability. Once you make your selection, click the blue **Next** button.

Schedule Advising Appointment

Appointment Times This Week

Mon, Jan 08	Tue, Jan 09	Wed, Jan 10	Thu, Jan 11	Fri, Jan 12
	Morning N/A	close 9:00am 9:30am 11:00am	Morning 4 Available	Morning N/A
	Afternoon 2 Available		Afternoon 3 Available	Afternoon 3 Available

Click to see if this advisor has drop-in hours. [View Walk-in Times](#)

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7. Review your appointment details and **type in a brief description of what you would like to discuss during the meeting. If this is a phone appointment please type that in this field.**

Click **Confirm Appointment**.

If you need a reminder, click **Send Me an Email** and/or **Send Me a Text**. If you see a yellow text box at the top of the screen, you still need to confirm the appointment.

Schedule Advising Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

**Appointment Details**

**Who:** [redacted] with Amie Donahue  
**Why:** New Freshman - JCOB  
**When:** Wednesday, January 10 9:30am - 10:00am  
**Where:** Jones College of Business Advising Center (BAS N233)

**Additional Details** Your appointment is with Amie Donahue.

Is there anything specific you would like to discuss with Amie?  
Comments for your advisor...

Would you like to set a reminder?  
[Send Me an Email](#) [Send Me a Text](#)  
Email will be sent to [redacted]

[Back](#) [Confirm Appointment](#)

8. Once you confirm your appointment, you will see **Success! Your Appointment Has Been Created** at the top of the screen.

Schedule Advising Appointment

Success! Your Appointment Has Been Created

**Appointment Details**

**Who:** [redacted] with Amie Donahue  
**Why:** New Freshman - JCOB  
**When:** Wed Jan 10, 2018 09:30 am - 10:00 am  
**Where:** Jones College of Business Advising Center (BAS N233)  
**Additional Details:**  
Your appointment is with Amie Donahue.

What would you like to do now?  
[Create Another Appointment](#)  
[View My Calendar](#)  
[Go Home](#)

9. To edit or cancel your appointment log into [NAVIGATE](#) and click the Calendar tab on the home page. Click on the appointment and follow the prompts to make changes.

10. Direct questions or scheduling difficulties to the Jones College Undergraduate Advising Center at 615-904-8063.