Advising Form Directions – Students

The Graduate Advising form can be found on our website at https://mtsu.edu/graduate/forms.php

**Forms**

Click here to access your forms history if you have a PipelineMT account.

- Forms for New Applicants
- Forms for Current Graduate Students
- Forms for Faculty & Staff

If you click on the link under Forms, you will be able to log into your Dynamic form page using your Pipeline log in. This will enable you to check the status of pending forms and the history of processed forms.

**DegreeWorks**

You will want to use this form in conjunction with your DegreeWorks. To access your DegreeWorks, log into your Pipeline account and it will be in your Registration and Student Records tab. You can use FireFox, but it works in Chrome too. You will need to disable the browser’s popup blocker for it to work.
Filling out the Advising Form:

Some of this portion is fairly self-explanatory, but there are parts that can cause confusion. I will highlight the most common mistakes:

Your name, m#, and email address will auto-populate.

Program, and Concentration

Program: Please make sure you check through the list before choosing a program and double check that you have selected the correct one before continuing.

Concentration: Please make sure you check through the list before choosing a concentration (if applicable) and double check that you have selected the correct one before continuing.

Please make sure your Program and Concentration also match up. Several common mistakes include:

- Professional Studies with Health Care Informatics
- Professional Sciences with Strategic Leadership
- Engineering Technology with Engineering Management

Current Term and Year Admitted

We need the term and year you have been admitted. If you are a readmit student, please choose the most recent admittance, not your original admission term and year.

Program Requirements

Please speak with your advisor before filling this out. They will let you know what is required for your degree.
Advisor Information

This form only recognizes the FirstName.LastName@mtsu.edu format. Even if jdoe@mtsu.edu works to email your professor, it will not work with this form. Please double check that you have entered the information correctly.

My advisor is:
First Name:                              Last Name:  
Email:                                   

Submission

Click on the next button to submit the form to your advisor, which will take you to the electronic signature page. Enter your first and last name and click on sign electronically.

Next

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Sign Electronically

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Revision Form Directions – Faculty

**Advisors** – please make sure to check the student’s form carefully for mistakes. If the student makes a mistake, please utilize the reject button at the bottom left of your form! Feel free to use the notes section, but any errors should preferably be corrected by the student at the top for clean and accurate documentation.

If you are the advisor and also the program director, choose yes and you will only need to sign once. Click on next to go to the signature page.

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**Part II - Academic Advisor Section**

*Are you also the Program Director?*

- **Yes** ▼

**By submitting this form, I affirm that:**

* The above information is correct, unless otherwise specified in the Notes section below.
* I have gone over this student's DegreeWorks and graduate catalog with them.
* I have advised the student of the policies, procedures, and information they need to successfully complete their program of study.
* If the student is taking fewer than normal hours because this is their second master’s degree, I am documenting relevant notes below.

**Notes:**

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If you are not the program director, choose no and fill in the program director’s name and email address.

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**Part II - Academic Advisor Section**

*Are you also the Program Director?*

- **No** ▼

**Program Director Info:**

First Name: ▼  Last Name: ▼  Email: ▼

**By submitting this form, I affirm that:**

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* I have advised the student of the policies, procedures, and information they need to successfully complete their program of study.
* If the student is taking fewer than normal hours because this is their second master’s degree, I am documenting relevant notes below.

**Notes:**

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Scroll down and click next on the bottom left of your screen.

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[Reject ▼ Next ▼]
When you click next, you will be taken to an electronic signature page. Type in your name and click **sign electronically** to submit your form. Your first and last name will appear above each signature box.

**Electronic Signature**

Please read the [Disclosure / Consent](#) before you sign your form electronically.

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![Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

*Opt out and print*
**Program Directors** – please make sure to check the student’s form carefully for mistakes. If the student makes a mistake, please utilize the reject button at the bottom left of your form! If everything looks good to you, select the approval box and click on next.

<table>
<thead>
<tr>
<th>Part III - Program Director Section</th>
</tr>
</thead>
</table>

**By submitting this form, I affirm that:**
* The above information is correct, unless otherwise specified in the Notes section below.
* I approve of the information on this form being applied to the student’s course program of study.

**Notes:**

![Notes input field]

Reject  Next

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