WHAT WE DO

• Admissions
• Processing of Graduate Assistantships
• Help with Registration
• Monitor Progress in Program
• Approve Theses and Dissertations
• Graduation Checks
OTHER RESOURCES
• Tracks progress towards degree completion
• Real-time views of progress
• Displays unmet requirements and fulfilled requirements
• Can view course descriptions and schedules
• Consult with your advisor before taking courses not listed as a requirement on DegreeWorks
ACCESSING DEGREEWORKS

PipelineMT

Registration & Student Records

Registration

- Add or Drop Classes
- Look Up Classes
- Display Corequisites

Priority Registration Tools

- Assigned Advisor(s)
- Assigned Registration Time
- Holds
- Maximum Registration Hours for Term
- Prescribed Course and High School Deficiency Summary
- Registration Status
- Schedule an Advising Appointment
- Schedule Planner

Schedules

- Active Registration
- Schedule (Detailed, Including Waitlist and Drops)
- Schedule (Grid Format)
- Schedule (Week at a Glance)

Academic Records

- Academic Appeals
<table>
<thead>
<tr>
<th>Catalog Year</th>
<th>Credit Hour Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>30 credits required</td>
</tr>
</tbody>
</table>

**Course Information**

- **ACTG 6540**: Advanced Accounting Theory
  - Term: Spring 2019
  - Grade: NA
  - Requirement: 1 credit in ACTG 6500

- **ACTG 6510**: Advanced Accounting Theory
  - Term: Fall 2019
  - Grade: NA
  - Requirement: 1 credit in ACTG 6500

- **ACTG 6520**: Advanced Accounting Theory
  - Term: Fall 2019
  - Grade: NA
  - Requirement: 1 credit in ACTG 6500

- **ACTG 6530**: Advanced Accounting Theory
  - Term: Spring 2019
  - Grade: NA
  - Requirement: 1 credit in ACTG 6500

**Enrolled/Completed**

- **ACTG 6540**: 1 credit in ACTG 6500
- **ACTG 6510**: 1 credit in ACTG 6500
- **ACTG 6520**: 1 credit in ACTG 6500
- **ACTG 6530**: 1 credit in ACTG 6500

**Requirement Status**

- **ACTG 6540**: Enrolled
- **ACTG 6510**: Enrolled
- **ACTG 6520**: Enrolled
- **ACTG 6530**: Enrolled

**Notes**

- Choose from 1 of the following:
  - (You must complete at least 6 credits in 6510 or 6520 or 6530 or 6550 or 6560 or 6570 or 6610 or 6620 or 6630 and)
  - (You must complete all of the following: 3 credits in ACTG 6540 or 6550 or FIN 6860)

- Current Legal Topics in Corporate Governance, Risk Management & Fraud

- Advanced Financial Accounting and Reporting Problems
### Additional Courses (may count toward elective hours if needed)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 5440</td>
<td>International Economics</td>
<td></td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>ECON 5580</td>
<td>Urban and Regional Economics</td>
<td></td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>ECON 6010</td>
<td>Microeconomics I</td>
<td></td>
<td>3</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>ECON 6020</td>
<td>Microeconomics II</td>
<td></td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>ECON 6080</td>
<td>Econometrics I</td>
<td></td>
<td>3</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>ECON 6090</td>
<td>Econometrics II</td>
<td></td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>ECON 6100</td>
<td>Health Economics</td>
<td></td>
<td>3</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>ECON 7999</td>
<td>Comprehensive Exam and Prep</td>
<td></td>
<td>3</td>
<td>Summer 2019</td>
</tr>
</tbody>
</table>

### In Progress

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 5230</td>
<td>Governmental Acct &amp; Reporting</td>
<td></td>
<td>3</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>ACTG 5540</td>
<td>Taxation of Business Entities</td>
<td></td>
<td>3</td>
<td>Summer 2019</td>
</tr>
<tr>
<td>ACTG 6659</td>
<td>Advanced Accounting Theory</td>
<td></td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>ACTG 6820</td>
<td>CPA Review: Auditing</td>
<td>E</td>
<td>1</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>ACTG 6840</td>
<td>CPA Review: Regulation</td>
<td>NA</td>
<td>1</td>
<td>Summer 2019</td>
</tr>
<tr>
<td>ACTG 6859</td>
<td>CPA Review: Bus Environment</td>
<td>NA</td>
<td>1</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>

*Courses that do not meet requirements will appear here.*

Courses that are currently in progress
A secure, electronics form system

Personalized routing – saves you from running all over campus to collect signatures

System is online 24/7 so you can submit at your convenience

**Forms cannot get lost:** they are all saved in a central repository. All CGS staff can access your form.

Students and faculty receive receipts along the way and can track the progress of a form.
HOW WILL I USE DYNAMIC FORMS?

• Make modifications to your DegreeWorks (Advising / Revision Form)
• Request to repeat courses, overload your schedule, transfer courses to MTSU
• Initiate the degree check out process (Intents)
• Form your thesis or dissertation advisory committee
FINDING OUR FORMS
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

Follow us on social media:

![Twitter](https://via.placeholder.com/15)
![Facebook](https://via.placeholder.com/15)
![Instagram](https://via.placeholder.com/15)
![LinkedIn](https://via.placeholder.com/15)
Advising Forms
- Advising Form (formerly known as a Degree Plan)
- Revision Form (formerly known as a Degree Plan Revision)

Theses & Dissertation Forms
- Advisory Committee Form
- Change in Advisory Committee Form
- Institutional Review Board Forms
- Publishing Agreement
- Petition for Adjusted Enrollment Status Based on Thesis/Dissertation Workload

Intent to Graduate
- Intent to Graduate [all degrees and certificates] Fall 2019 Graduates: Please fill out this form between August 26, 2019 - September 9, 2019. It will only be active during that window of time.

Graduate Assistantships
- Graduate Assistantship Application

Forms For Courses
- Request for Overload Form
- Request to Repeat Course Form
- Transfer Equivalency Form
- Undergraduate Student Request to Take Graduate Coursework (domestic students)
- Undergraduate Student Request to Take Graduate Coursework (international students)

Miscellaneous Student Forms
- Appeals to the Graduate Council
- Request to Change Name Form (submit to Records@mtsu.edu)
- Request for Copy of Records (this must be submitted in person to the front desk in Graduate Studies)
- Request to Stop-Out
- Student Travel Application (hard copies of this form and its attachments must be submitted to Graduate Studies)
- Time Limit Extension for Graduation Request
- Transcript Request Form
• Click the form you need to fill out.
• It will prompt you to sign in using your MTSU PipelineMT account.
• Or maybe it won’t, if you’re already logged in elsewhere. That’s okay.
• The screen should look like the MTSU PipelineMT login screen with our buildings in the background.
• If the screen is white and empty-looking, that is the wrong login screen.
• Make sure you are accessing the form from our website. **Do not Google forms.**
THE CORRECT SCREEN
THE WRONG SCREEN
Request to Repeat Courses

A graduate student may repeat graduate courses in which a grade of B+ or lower was earned. However, there are certain restrictions and limitations. A maximum of two (2) courses, not to exceed eight (8) credits combined, may be repeated. The grade in the second attempt replaces the original assigned grade in the first attempt regardless of the earned grade. For all additional courses or subsequent repeated courses, there will be no grade replacement; i.e., all earned grades will be used in the grade point average calculation and are recorded on the transcript.

Graduate students may not repeat a course in which they have previously earned the grade of A-, B+, or B without written approval from the graduate program director and the dean of the College of Graduate Studies or provost. If granted, there will be no grade replacement in the GPA calculation; i.e., all attempts will be used in the grade point average calculation and recorded on the transcript.

Student Information
First Name: Britney
Last Name: Young
Email: Britney@mtsu.edu

Program Director Information
First Name:
Last Name: 
Email: 

Courses to Repeat (CRN, Course ID and Course Title MUST be included): Please verify the CRN through PipelineMT. This form will be rejected if the CRN is invalid.

Examples: 51195
CRN (5-digit number)
INFS 5790
Course Title
Database Design and Development
Fall 2017 or 200780
Original Term of Enrollment
Term

(click to sign)

Student Signature: 
Date: 

Please click "Next" to move on to the Program Director and Graduation Analyst signature page.

SUBMITTING A FORM
From: askgrad@mtsu.edu <askgrad@mtsu.edu>
Sent: Monday, June 3, 2019 3:01 PM
To: Allison B. Pharris <Allison.Pharris@mtsu.edu>
Subject: Submitted: GR Request to Repeat Courses for Graduate Students

Thank you for submitting your form: GR Request to Repeat Courses for Graduate Students.

It is now being routed to your graduate program director, Elora Davis. If you input their information incorrectly, you will need to fill the form out again.

After your program director signs the form, it will go on to the College of Graduate Studies. After that, it goes to the registrar's office. This is a lengthy process and it may be some time before you receive a response.

Questions about your form can be sent to askgrad@mtsu.edu.

Regards,
The College of Graduate Studies
Middle Tennessee State University
HOW DO I FIND FORMS I ALREADY SUBMITTED?

• Click the link on the Forms page.
• Login with your PipelineMT credentials.
• Select “My Forms” in the upper righthand corner.
• Two options:
  • Pending/Draft Forms
  • Forms History
• You can print copies of your forms by clicking the PDF symbol.
• You can see who currently has your form if it needs multiple signatures.
WE’LL HELP TO GET YOU HERE