

Student Guidelines for Accessing the SSC Campus Platform; i.e. How to Schedule an Advising Appointment Student Support Services

1. Go directly to <https://mtsu.campus.eab.com> and log in with PipelineMT login credentials,

OR

Access SSC Campus via the “EAB” link at the bottom left corner of the PipelineMT login page at <https://lum4prod.mtsu.edu/cp/home/displaylogin>

2. On the student homepage of SSC Campus, click on the blue “Get Advising” button in the top right corner of the screen.

3. Next, use the drop-down menu to select the general reason for your advising appointment.

Schedule Advising Appointment

4. Then choose from the next drop-down menu of more specific reasons for your advising appointment, and click the blue “Next” button.

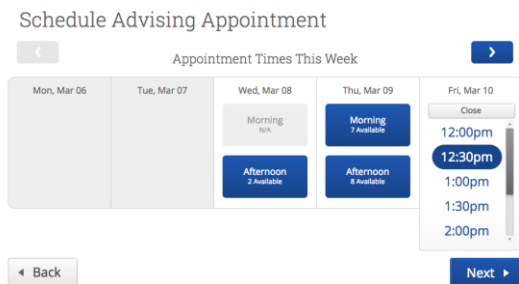
Schedule Advising Appointment

5. Select **“Student Support Services”** from the set of available options in the Location drop-down menu, before selecting your advisor on the next drop-down menu. Your college advisor will be identified with text that says “Your Advisor” in parentheses. Select your advisor and click the blue “Next” button. (See below.) BE SURE TO SELECT ONLY YOUR ASSIGNED ADVISOR IN THIS FIELD, OR YOUR APPOINTMENT COULD BE CANCELLED.

Schedule Advising Appointment

6. Select your desired appointment day/time based upon your assigned advisor’s availability. You may also navigate week-by-week to see additional advisor

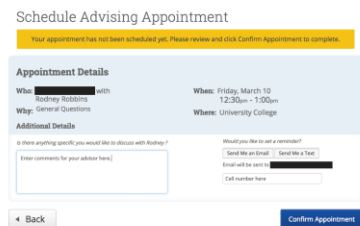
availability. Once you have made your selection(s), click the blue “Next” button.



7. Prepare to confirm your appointment day/time by reviewing the summary appointment information on the screen shown below. You may leave also brief comments for your advisor regarding the focus of your scheduled meeting. **In this field, you should also note if you prefer this appointment to take place via telephone, internet/online, or any other medium.** Otherwise, your advisor will assume that your appointment will take place in their office.

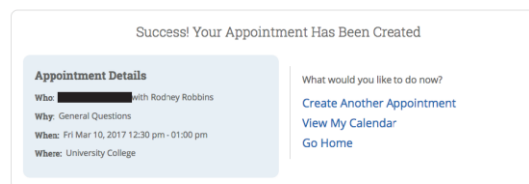
By default, you will receive an e-mail once you confirm your appointment. Also by default, you will receive an e-mail and text message reminder in advance of your upcoming appointment. However, you may opt out of one or both of these reminder notifications by clicking the “Send me an Email” and/or “Send Me a Text” buttons until your e-mail address and/or cell number disappears. You may also enter/update your cell phone number to ensure that messages are sent to the proper phone number.

8. Finally, be sure to click the blue “Confirm Appointment” button to confirm your selections.

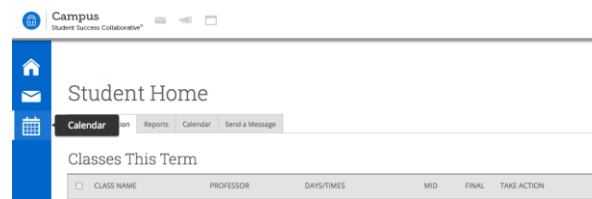


9. You may now view a summary of your advising appointment details, and if you choose, you can navigate to other parts of SSC Campus using the links shown in blue below.

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10. You may also view the appointment and appointment details on the Calendar tab of your SSC Campus home page. You may also edit/change your appointment by clicking on the appointment as it appears in your calendar. Just 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 Help Center in SSC Campus (by clicking on the “?” in the top right of the screen), or contact the MTSU Office of Student Success at SSCCampus@mtsu.edu.