CBHS Advising How - To Tips

Find videos and other helpful resources at **www.mtsu.edu/cbhsadv/customs.php**.

LOOK UP CLASSES

(Alternately, use Schedule Planner to see all the possible schedule combos for your set of classes! See more info to the right. ➔)

- Log into Pipeline (**mtsu.edu/pipelinemt**)

- Click on "Registration & Student Records".

- Click the "Look Up Classes" icon on the right.

- Select the term and click "Submit".

- Click on "Advanced Search".

- Choose a subject and other details.

- Click on "Section Search".

- Before your assigned registration time: Write down the CRNs for the courses you would like to register for. You may want to have multiples.

- After your assigned registration time: Click the box to the left of the class and hit enter. Read any messages on the screen carefully to see if you registered for the class successfully.

REGISTER FOR CLASSES

- Log into Pipeline (**mtsu.edu/pipelinemt**)

- Click on "Registration & Student Records"

- Click on "Add/Drop Classes" icon on the far right.

- Select the term and click "Submit"

- Enter the CRNs that you have looked up previously for your classes and enter them into the add class to worksheet and hit "Submit"

- You will find out immediately if you are registered for those courses or if there are any issues. If there are issues, check the CRN or search for new alternatives. If you need Permission of Department, email the instructor or contact the department offering the course.

- Go to the "Registration & Student Records" option, then click on "Schedule (Grid Format)" to view and print your schedule.

CHECK OUT SCHEDULE PLANNER

Want a shortcut for choosing classes? Try out Schedule Planner (**sched.mtsu.edu**): Put in your full list of classes to see all the possible schedule combinations!

FIND YOUR ADVISOR

- Log into Pipeline (**mtsu.edu/pipelinemt**)

- Click on "Registration & Student Records"

- Click on "Assigned Advisor(s)" icon on the far right.

- Select the term and click "Submit"

- Write down your advisor(s):

  _____

FIND YOUR REGISTRATION TIME

- Log into Pipeline (**mtsu.edu/pipelinemt**)

- Click on "Registration & Student Records"

- Click on "Assigned registration time" under "Priority Registration Tools" section

- Select the term you will be registering for and click "Submit"

- Write down your registration date & time: _____

CHECK YOUR ACADEMIC PROGRESS

- Log into Pipeline (**mtsu.edu/pipelinemt**)

- Click on "Registration & Student Records"

- Click on the icon at the far right that says "DegreeWorks".

- Helpful tip: Always use the Firefox browser for Degree Works.

CHECK FOR HOLDS

- Log into Pipeline (**mtsu.edu/pipelinemt**)

- Click on "Registration & Student Records"

- Click the "Holds" icon on the far right.

- Check with appropriate department to resolve hold.

- Make sure holds are cleared 24 hours before assigned registration time.