Password Assignment Procedure for New Students

- Go to [http://www.mtsu.edu/changepw](http://www.mtsu.edu/changepw).

- Enter social security number and date of birth. Username displays (first part of the MTSU email address without the @mtsu.edu portion).

- Create password based on parameters given. Also, go here if you forget password or you wish to change your password at a later date.

- Do not change password in PipelineMT using the My Account box. Use [http://www.mtsu.edu/changepw](http://www.mtsu.edu/changepw) instead to keep your account in sync. If at anytime you need assistance, please contact the ITD HelpDesk at 898-5345.
How to Log Into PipelineMT

1. Go to http://www.mtsu.edu/ and select the PipelineMT link.

2. Enter your username and password. If you do not know your username or password, select one of the links noted below and follow the instructions:
Navigating in Raider Net

1. Once you have logged into PipelineMT, select the RaiderNet tab.

2. Select the Student tab.
3. From the Student tab, select the Registration link.

4. Select the Add or Drop Classes link on the Registration menu, and then select the appropriate Term. (You will have to complete the Health Form the first time you access the Add or Drop Classes link.)
5. If you know the Course Reference Numbers (CRN) for the classes you want to take, enter them into the Add Classes Worksheet. Select the ‘Submit Changes’ button to register. If you do not know the CRN, select the ‘Class Search’ button.

6. To find the CRN number, search by Subject. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Click on ‘Class Search.’

You may narrow your search by including course number, instructional method for distance learning courses, part-of-term for summer courses or RODP courses, or attribute type to search by general education blocks, learning communities, honors, prescribed courses and study abroad courses, etc.
For each class in which the student can register, a checkbox is displayed in the Select column. The student can register for the class by selecting the checkbox and then selecting either the ‘Register’ or the ‘Add to Worksheet’ button. If the student has already registered in a class, the Select field is blank. We recommend selecting the **register button** to ensure enrollment. If you add to worksheet, someone else may select the class during the time you create your worksheet.

For each class in which the student cannot register, one of the following codes is displayed in the Select column:

- **C** stands for “closed,” which means the class has reached its enrollment capacity and is full.
- **NR** not allowed for registration due to registration dates. Call the Scheduling Center if you have questions.
- **SR** student restriction; generally associated with registration restrictions on the student and term, which come from the following:
  - Assigned registration times
  - Student status
  - Academic Standing
  - Holds
  - Readmit term

An empty box, however, represents an open course.
Another important column, “Location,” is located on the right of the screen. This column lists the location of each course. It is important to make a note of the location of your classes to allow for travel between classes. A campus map is available in the Cope Administration Building or online at http://www.mtsu.edu/cgi-bin/wwwscripts/map.cgi.

If there is no specific location listed, look at the CMP column. This is the campus location. 24M is on campus at MTSU; if it reads any other code, it is off campus (i.e. M02 for Columbia State Community College) or a Regents Online Degree Program course (i.e. 24R). A list of off-campus codes and their descriptions can be found by clicking on the ‘Click here for a list of other off-campus locations’ link.
The attribute column indicates if there are additional fees for some courses, if the course is an Honors or Raider Learning Community class, if the course fulfills a General Education requirement, or other searchable attributes.

By clicking on the CRN of a course, you will be directed to the Class Schedule Listing that contains additional information about the course
By clicking on the course title-CRN line, you will be directed to the Class Schedule Listing page.

NOTE: If a registration error occurs, you can click on the Click here for assistance in resolving registration errors link, which will provide a list of error messages and their descriptions. You can also click on the CRN of the course with the registration error to view the prerequisite(s) or restriction(s) that are not being met.
7. If you plan to register for a course than has a corequisite (paired courses), then select the Display Corequisite link located below the Add Classes Worksheet. Select the appropriate Term. Find your course (listed by subject) and choose the correct corequisite (listed directly beneath it). You must register for both courses at the same time (enter them into the Add Classes Worksheet simultaneously), otherwise you will receive a COREQ error.
8. If you want to DROP a course that you are currently registered for, select the drop-down menu and then choose one of the following options:

Drop Delete Web before day 1,
Drop No Grade Day 1-14, or
Drop with W Day 15-49

NOTE: Starting the 50th day of the semester, you will not be able to drop a class on RaiderNet. A drop/add form must be completed, signed by the course instructor and the department chair, and turned in to the Scheduling Center, JUB 123, for processing.
Viewing and Printing Your Schedule

1. To view your class schedule, select the Schedule (grid format) link located on the Registration menu. This will give detailed information concerning course locations, times, and available instructors.

2. You may print this page by selecting the Print option in your browser. (For best viewing, use the smallest text size.)
This is an example of the Schedule (grid format):

NOTE: You may also select ‘Week at a Glance,’ to view courses by the hour, as seen below:
FEE PAYMENT

Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadline (see the Bursar’s website at http://frank.mtsu.edu/~bursarmt/imdates.html for deadline information). Bills will be available online at RaiderNet (Student Account).

How to Confirm on RaiderNet if your bill is completely covered by Financial Aid

To confirm you will attend MTSU this term and validate your registration, access PipelineMT at www.mtsu.edu and do the following:

- Log in to PipelineMT, click on RaiderNet, then on the Student tab.
- Select Student Account.
- Select Confirm Enrollment/Registration Payment/Account Detail for Term.
- Select Term.
- Your account balance summary and account detail for the term will be displayed.
- Click “Yes, I will attend …” and wait for a confirmation number. Be sure to write down your confirmation number and date.
- If you do not get a confirmation number and it takes you to our bill payment site, you have a balance due and you either need to pay or contact the Financial Aid Office if you are receiving loans, grants, or scholarships which should cover your total bill.

How to Pay by Credit Card or Check Card on RaiderNet if you must pay any portion f your bill out of pocket

- Click on PipelineMT at www.mtsu.edu.
- Log in to PipelineMT, click on RaiderNet, then on the Student tab.
- Select Student Account from Student Services Menu.
- Select Confirm Enrollment/Registration Payment/Account Detail for Term.
- Select Term.
- Your account balance summary and account detail for the term will be displayed. Click “Yes, I will attend …”
- Select Continue. You will be taken to the bill payment system.
- Select recent account activity then Make a Payment.
- Click on Pay or Make a Payment.
- Follow payment directions.

Your Business Office receipt or printout from an online payment is your proof that you have completed the registration process. If you have any questions about this part of the process, please call the Business Office at 898-2761 or visit their website at www.mtsu.edu/bursar.
# IMPORTANT PHONE NUMBERS AND LINKS

MTSU Homepage - [www.mtsu.edu](http://www.mtsu.edu) | Undergraduate Catalog - [www.mtsu.edu/ucat](http://www.mtsu.edu/ucat)
Schedule Book - [www.mtsu.edu/records/sbooks2.htm](http://www.mtsu.edu/records/sbooks2.htm)
Virtual Tour of Campus - [http://www.mtsu.edu/virtualtour/](http://www.mtsu.edu/virtualtour/)

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<th>RESOURCE</th>
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<td>Academic Enrichment</td>
<td><a href="http://devstud.web.mtsu.edu">http://devstud.web.mtsu.edu</a></td>
<td>898-2568</td>
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<tr>
<td>Academic Support Center</td>
<td><a href="http://www.mtsu.edu/advising">http://www.mtsu.edu/advising</a></td>
<td>898-2339</td>
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<tr>
<td>Athletics</td>
<td><a href="http://www.goblueraiders.com">http://www.goblueraiders.com</a></td>
<td>898-2450</td>
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<td>Basic and Applied Sciences</td>
<td><a href="http://www.mtsu.edu/cbas">http://www.mtsu.edu/cbas</a></td>
<td>898-2613</td>
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<tr>
<td>Business College</td>
<td><a href="http://www.mtsu.edu/business">http://www.mtsu.edu/business</a></td>
<td>898-2764</td>
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<td>Business Office (Bursar)</td>
<td><a href="http://www.mtsu.edu/bursar">http://www.mtsu.edu/bursar</a></td>
<td>898-2540</td>
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<td>Campus Organizations</td>
<td><a href="http://www.mtsu.edu/camporgs">http://www.mtsu.edu/camporgs</a></td>
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<td>Campus Recreation</td>
<td><a href="http://www.mtsu.edu/~camprec">http://www.mtsu.edu/~camprec</a></td>
<td>898-2104</td>
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<td>Career and Employment</td>
<td><a href="http://career.web.mtsu.edu">http://career.web.mtsu.edu</a></td>
<td>898-2500</td>
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<td>Counseling Services</td>
<td><a href="http://www.mtsu.edu/countest">http://www.mtsu.edu/countest</a></td>
<td>898-2670</td>
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<td>Disabled Student Services</td>
<td><a href="http://www.mtsu.edu/dssemail/">http://www.mtsu.edu/dssemail/</a></td>
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<td>Education and Behav. Sci.</td>
<td><a href="http://www.mtsu.edu/cebs">http://www.mtsu.edu/cebs</a></td>
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<td>Food Services</td>
<td><a href="http://www.mtdining.com">http://www.mtdining.com</a></td>
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<td>General Education</td>
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<td>Information Technology</td>
<td><a href="http://www.mtsu.edu/itd">http://www.mtsu.edu/itd</a></td>
<td>898-5345</td>
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<tr>
<td>Intercultural and Diversity</td>
<td><a href="http://www.mtsu.edu/ida">http://www.mtsu.edu/ida</a></td>
<td>898-2987</td>
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International Programs  http://www.mtsu.edu/ipso/  898-2238
Leadership Development  http://www.mtsu.edu/mtleader  898-5786
Liberal Arts College  http://www.mtsu.edu/liberalarts  898-2534
Library  http://library.mtsu.edu  898-2772
Lottery Scholarships  http://www.mtsu.edu/financialaid  898-2830
Mass Communications  http://www.mtsu.edu/masscomm  898-2813
MTSU’s Emergency Text Messaging  https://www.gettrave.com/login/mtsu
Off Campus Student Services  http://www.mtsu.edu/ocss  898-5989
Parking and Transportation  http://www.mtsu.edu/~parking  898-2850
Phillips Bookstore  http://www.mtsu.edu/~phillips  898-2700
Public Safety  http://police.mtsu.edu  898-2424
Raider Learning Communities  http://www.mtsu.edu/advising/pdfs/Handout_for_CUSTOMS.pdf  898-2339
Records & Scheduling  http://www.mtsu.edu/records  898-2600
Student Affairs  http://www.mtsu.edu/stuaff  898-2440
Student Programming  http://www.mtsu.edu/events/  898-2551
Student Publications  http://www.mtsusidelines.com  898-2815
Student Support Services  http://www.mtsu.edu/ssupport  898-5443
Study Abroad  http://www.mtsu.edu/~mtabroad/  898-5179
Testing Services  http://www.mtsu.edu/countest  898-2863
University Seminar  www.mtsu.edu/~u101irm/univ101  898-2880
Women’s Center  http://www.mtsu.edu/jawc/  898-2193