

## How to Schedule an Advising Appointment

Schedule your appointment online through Vol Academic Connect (Navigate).

Here is how:

- Log into your **MyUTK** account.
- Scroll down to the “Academic Resources” section at the bottom of the page.
- Click on “Vol Academic Connect (Navigate)” link.
- Click on “Schedule an Appointment”. **If you are a Haslam College of Business Student**, please proceed to the second page below and follow the instructions to schedule your appointment.
- Select “Programs Abroad Office” in the first drop-down menu.
- Select “Programs Abroad Advising” in the second drop-down menu. Click next.
- Select the “Programs Abroad Office” in the location you prefer from the drop-down menu.
- Click “Next” at the bottom right hand corner. No selection is needed under who you would like to meet with.
- If you do not see any appointment times, click the “Next Week” arrow (appointments are available two weeks out).
- Select an appointment time.
- Review the appointment details for important instructions.
- *If you have any questions or you would like to discuss a specific topic during your appointment, please indicate in the comment box.*
- Select the reminder you would like to receive (email or text).
- Click “Confirm Appointment.” Your appointment will **NOT** save until you click the confirm button.
- Please call 865-974-3177 or email volsabroad@utk.edu if you have problems scheduling your appointment online.

Connect with us:

## How to Schedule an Advising Appointment

### Haslam College of Business

Schedule your appointment online through Vol Academic Connect (Navigate).

Here is how:

1. Click on the blue button in the upper-right-hand corner. Schedule an Appointment if you didn't do so previously.
2. On the next page, select Haslam College of Business from the drop-down menu.
3. On the next drop-down menu that appears, select Haslam College of Business - Student Engagement and Success, then Int'l Programs / Study Abroad Appointments.
4. On the next page, select Zoom / Online location.
5. In the last field, select an IPSA advisor's name. You may schedule an appointment with any advisor.
6. In the appointment confirmation email, you will find the Zoom meeting URL. Please use this link to join the Zoom meeting room the day of the appointment.

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