

## How to Schedule an Advising Appointment

Haslam College of Business International Programs and Study Abroad Office

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

Here is how:

1. Log into Vol Academic Connect (Navigate) through your myUTK account.
2. On the front page of your account, click on the blue button in the upper-right-hand corner, Schedule an Appointment.
3. On the next page, select Haslam College of Business from the drop-down menu.
4. On the next drop-down menu, click "Int'l Programs/Study Abroad Appointment" under Haslam College of Business - Student Engagement & Success.
5. Select a date and click the Find Available Time button.
6. On the next page, you may choose from appointments in-person (noted as Level M) or Zoom/Online. Scroll through calendar dates, meeting times, and advisors to make your selection. You may schedule an appointment with any IPSA advisor.

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