

T ASSOCIATE PROVOST FOR STUDENT SUCCESS

SCHEDULING COACHING APPOINTMENT IN GRADESFIRST

There are two ways for students to schedule academic coaching (UT LEAD, UTLSI, FYS TRANSITION, VOLUNTEER BRIDGE, GENERAL ACADEMIC COACHING) appointments.

INVITATION BY EMAIL (APPOINTMENT CAMPAIGN)	SCHEDULE YOUR OWN
1. Click the link in the email invitation	1. Log into MyUTK – link for GradesFirst is in left column
2. Select date/time that works for you and provide your cell phone number if you want a text message reminder	2. Click blue appointments button on right side (advising or other academic help)
3. Confirm appointment. You will receive an email confirming the appointment	3. Select academic coaching and then select the specific type of coaching. NOTE- only students who are in the UT LEAD/UTLSI programs will be able to select that reason; only Volunteer Bridge students will be able to select that reason.
4. On the morning of the appointment, you will receive an email reminder and a text reminder if you provided your cell phone number.	4. Select location a. Volunteer Bridge – FYS Greve Hall or Division Street b. FYS transition – FYS Greve Hall c. UT LEAD/UTLSI and academic coaching only available at Student Success Center
	5. Select coach
	6. Select date/time that works for you and provide your cell phone number if you want a text message reminder
	7. Confirm appointment. You will receive an email confirming the appointment
	8. On the morning of the appointment, you will receive an email reminder and a text reminder if you provided your cell phone number.

SCHEDULING COACHING APPOINTMENT IN GRADESFIRST

Schedule Advising Appointment

Reason > Location & Advisor > Time Select > Confirm

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

Academic Coaching

Choose from the following options and click Next.

-- please select one --
-- please select one --
Academic Coaching (SSC)
FYS Coaching
UT LEAD or UTLIS Coaching
Volunteer Bridge Coaching

Reason > Location & Advisor > Time Select > Confirm

< prev week

Appointment Times For The Week Of January 16

next week >

Mon, Jan 16	Tue, Jan 17	Wed, Jan 18	Thu, Jan 19	Fri, Jan 20
Morning N/A	Morning N/A	Morning 5 Available	Morning 7 Available	Morning 7 Available
Afternoon N/A	Afternoon 7 Available	Afternoon N/A	Afternoon 7 Available	Afternoon 7 Available