

SCHEDULING ACADEMIC COACHING APPOINTMENTS IN GRADESFIRST

<p>1. Log into myUTK - Click on link to GradesFirst in the “Academic Resources” column</p>
<p>2. Click on the blue “Advising and Other Academic Help” button in upper right-hand corner</p>
<p>3. Select Academic Coaching</p>
<p>4. You will see 4 options, choose either “Academic Coaching (SSC)” or “UT LEAD or UTSLI Coaching” - <u>Academic Coaching (SSC)</u> – choose to set up a general meeting with a Coach - <u>UT LEAD or UTSLI Coaching</u> – choose if you are a UT LEAD or UTSLI student</p>
<p>5. Select Location: - Click in the box - Click on “Student Success Center – 324 Greve Hall (coaching)”</p>
<p>6. Select the Coach you would like to meet with or leave blank if you do not have a specific Coach you would like to see</p>
<p>7. Select the time and date that works for you - Provide your cell phone number if you want a text message reminder</p>
<p>8. Confirm appointment - You should receive an email confirming the appointment. If you do not, please contact the main office</p>
<p>9. On the morning of your appointment, you will receive an email/text reminder of the appointment</p>



Schedule Advising Appointment

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 UTLSI Coaching
- Volunteer Bridge Coaching

Schedule Advising Appointment

Appointment Times For The Week Of April 17

Mon, Apr 17	Tue, Apr 18	Wed, Apr 19	Thu, Apr 20	Fri, Apr 21
Morning 3 Available	Morning 1 Available	Morning 4 Available	Morning 2 Available	Morning 2 Available
Afternoon 6 Available	Afternoon 2 Available	Afternoon 6 Available	Afternoon 8 Available	Afternoon 3 Available

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