# SCHEDULING ACADEMIC COACHING APPOINTMENTS IN GRADESFIRST

1. Log into myUTK  
   - Click on link to GradesFirst in the “Academic Resources” column

2. Click on the blue “Advising and Other Academic Help” button in upper right-hand corner

3. Select Academic Coaching

4. You will see 4 options, choose either “Academic Coaching (SSC)” or “UT LEAD or UTLSI Coaching”  
   - **Academic Coaching (SSC)** – choose to set up a general meeting with a Coach  
   - **UT LEAD or UTLSI Coaching** – choose if you are a UT LEAD or UTLSI student

5. Select Location:  
   - Click in the box  
   - Click on “Student Success Center – 324 Greve Hall (coaching)”

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

7. Select the time and date that works for you  
   - Provide your cell phone number if you want a text message reminder

8. Confirm appointment  
   - You should receive an email confirming the appointment. If you do not, please contact the main office

9. On the morning of your appointment, you will receive an email/text reminder of the appointment
Schedule Advising Appointment

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

Choose from the following options and click Next.

- Academic Coaching
- FYS Coaching
- UT LEAD or UTLSI Coaching
- Volunteer Bridge Coaching

Schedule Advising Appointment

Appointment Times For The Week Of April 17

Mon, Apr 17
- Morning: 3 Available
- Afternoon: 6 Available

Tue, Apr 18
- Morning: 1 Available
- Afternoon: 2 Available

Wed, Apr 19
- Morning: 4 Available
- Afternoon: 6 Available

Thu, Apr 20
- Morning: 2 Available
- Afternoon: 8 Available

Fri, Apr 21
- Morning: 2 Available
- Afternoon: 3 Available

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