How to Make A Coaching Appointment
Academic Success Center

1. Log into MyUTK and select Vol Academic Connect (Navigate) from either the Academic Support drop-down menu or at the bottom of the page under Student Success.
2. On your homepage, select “Schedule an Appointment” on the right side.

3. Select the appropriate office – “Academic Success Center Coaching” – and then choose your location from the drop-down menu.
4. First-time college students (freshman) and first-time transfer students have been assigned an Academic Coach. When selecting who you would like to meet with, be sure you make an appointment with your assigned Academic Coach. If your assigned coach is not listed as an option, try a different location. You can find your Academic Coach listed on your Vol Academic Connect (Navigate) homepage on the right under “Your Success Team”.

a. Students who do not have an assigned Academic Coach can choose from any of the available coaches. If you have any trouble, please contact the Academic Success Center at (865) 974-6641 or by emailing academicsuccess@utk.edu.
5. Select your preferred time.

6. If there is no opening at your preferred time, try a different time.

7. Verify appointment details.

8. Write any comments (optional).

9. You can choose to receive an appointment reminder via text and/or email.
10. If you are happy with the date, time, and location, click “Confirm Appointment”.
11. You will then be taken to an appointment confirmation page where you will see appointment details and instructions.
If you have any trouble, please contact the Academic Success Center at (865) 974-6641 or by emailing academicsuccess@utk.edu.