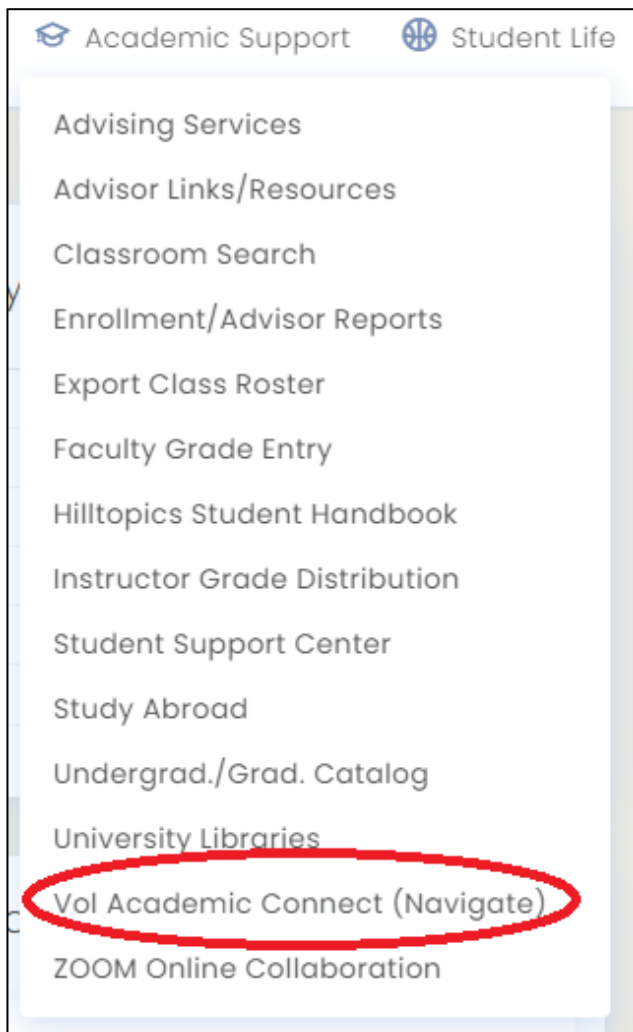
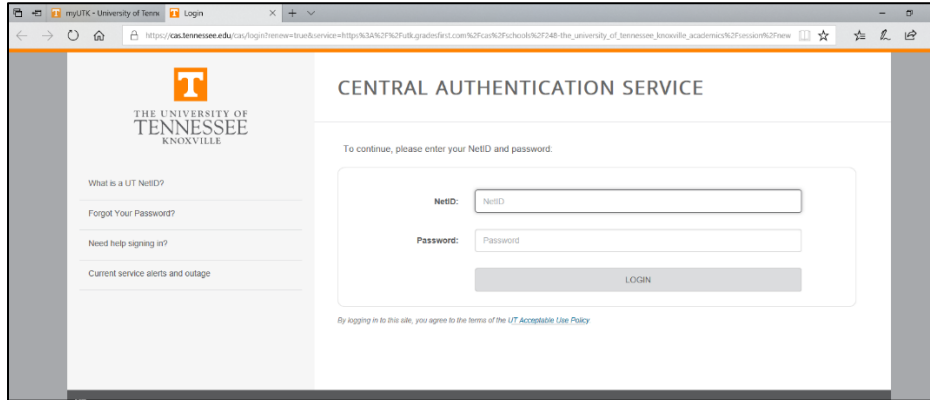
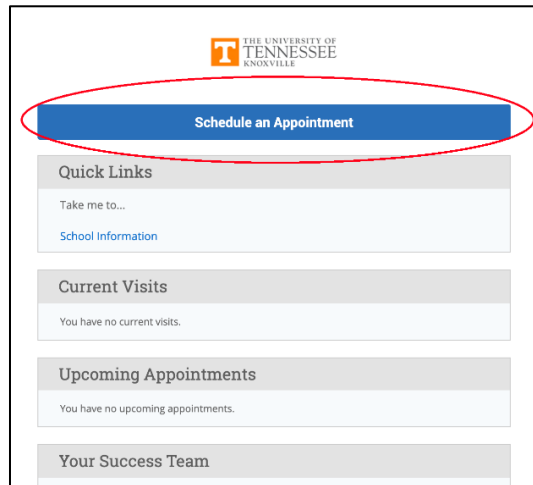


How to Make A Tutor Appointment Academic Success Center

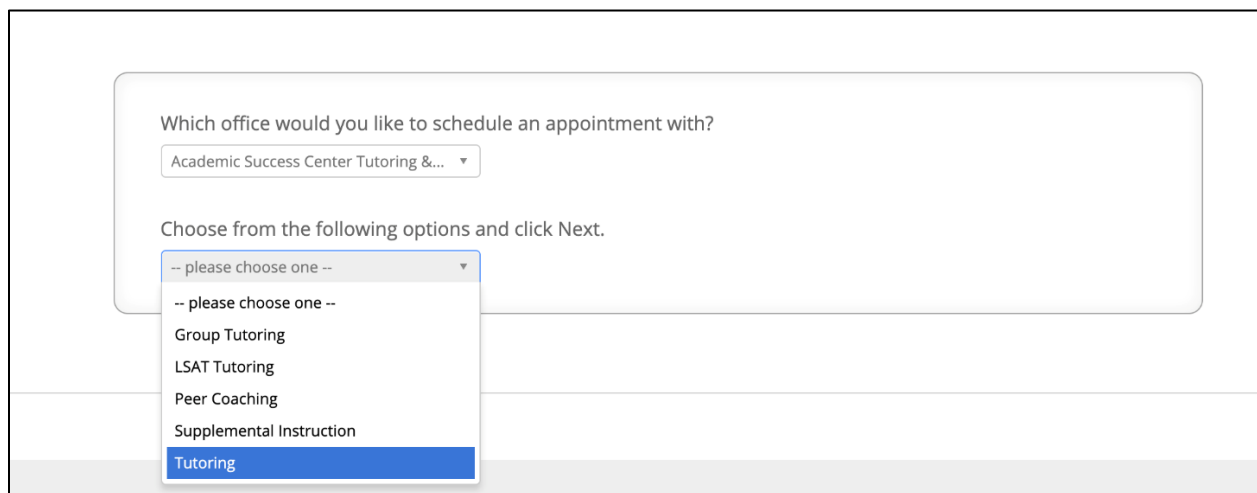
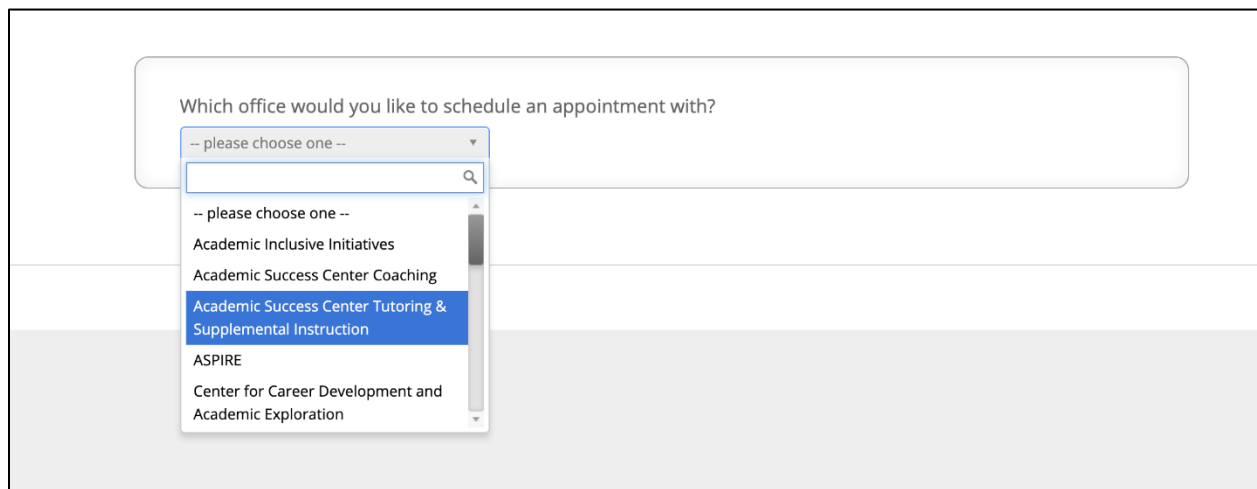
1. Log into MyUTK and select Vol Academic Connect (Navigate) from either the Academic Support drop-down menu or at the bottom of the page under Student Success.



2. On your homepage, select “Schedule an Appointment” in the top right corner.



3. Select ‘Academic Success Center Tutoring & Supplemental Instruction’ as the office. Select ‘Tutoring’ from the selection below the office selection.



4. Select 'Academic Success Center Tutoring' for location. Then select the course you are hoping to be tutored in.

The screenshot shows a web form with two main sections. The first section, titled "What location do you prefer?", has a dropdown menu with "Academic Success Center Tutoring" selected. The second section, titled "Choose from the following Courses", has a dropdown menu open, showing a list of course options. The option "GEOG-131-50068-020 Weather/Climate/Climate Chg" is highlighted in blue. To the right of the course dropdown is a "Next" button. A left-pointing arrow is visible to the left of the course dropdown.

5. If you have a preference, choose which tutor you would like to meet with. If you do not have a preference, click next.

The screenshot shows a web form with three main sections. The first section, titled "What location do you prefer?", has a dropdown menu with "Academic Success Center Tutoring" selected. The second section, titled "Choose from the following Courses", has a dropdown menu with "GEOG-131-50068-020 Weather/Clim..." selected. The third section, titled "Who would you like to meet with? You may choose more than one person.", has a text input field with "Any Staff" entered. Below this input field is a small note: "If you don't have a preference, just click Next." At the bottom of the form are two buttons: a "Back" button with a left-pointing arrow and a "Next" button with a right-pointing arrow.

6. Select your preferred day and time.
7. If there is no opening at your preferred time, try a different time.
8. If there are no tutors available at your preferred location, change your location or day. You can refer to the [schedule page](#) to more intentionally plan your appointments.

<
Times From October 04 To October 08
>

Sun, Oct 04	Mon, Oct 05	Tue, Oct 06	Wed, Oct 07	Thu, Oct 08
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon 5 Available	Afternoon 3 Available	Afternoon N/A	Afternoon N/A	Afternoon N/A

* All times listed are in Eastern Time (US & Canada). refreshed at 8:38am ET.

View the times you can see a staff member without an appointment.

View Drop-in Times
or
Request Appointment

< Back
Next

<
Times From October 04 To October 08
>

Sun, Oct 04	Mon, Oct 05	Tue, Oct 06	Wed, Oct 07	Thu, Oct 08
Morning N/A	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> Close 5:30pm ET 6:00pm ET 6:30pm ET </div>	Morning N/A	Morning N/A	Morning N/A
Afternoon 5 Available		Afternoon N/A	Afternoon N/A	Afternoon N/A

* All times listed are in Easte. refreshed at 8:38am ET.

View the times you can see a staff member without an appointment.

View Drop-in Times
or
Request Appointment

< Back
Next

9. Verify appointment details.
10. Write any comments (optional).
11. You can choose to receive an appointment reminder via text.
12. If you are happy with the date, time, and location, click the submit button.
13. You will receive an email reminder, early, on the day of the appointment.