

## HOW TO SCHEDULE AN ADVISING APPOINTMENT

Schedule your appointment online through Vol Connect following these steps:

1. Log into your [MyUTK](#) account.
2. Select “Academic Support” from the options at the top of the screen and select “Vol Connect” from the dropdown menu. This will take you to the Vol Connect student portal.
3. Click “Connect” from the options at the top of the screen and select “Schedule Appointments” from the dropdown menu.
4. Click the blue “Schedule an Appointment” button.
5. Select the “Teams” tab.
6. Select the team: Haslam College of Business
7. Select the topic: Academic Advising
8. Select the subtopic: Int’l Prog/Study Abroad
9. Select the preferred date, time, staff member, and modality.
10. Indicate what you would like to discuss during your appointment in the comment box.
11. To confirm the appointment, click “Schedule \_\_\_\_ Appointment.” Your appointment will NOT be saved until you click this button.

*Please email Jake Knight at [sknigh26@utk.edu](mailto:sknigh26@utk.edu) if you have problems scheduling your appointment.*