How to Schedule an Advising Appointment

1. Log on to your myUTK account.
2. Select GradesFirst under your Academic Resources tab.
3. Select Appointments for Advising or Other Academic Help.

4. Select your reason for your appointment. If you are a current major in English or History, select “English Advising” or “History Advising.” If you are looking to change your major to English or History, select “To English” or “To History.”
5. If I am your assigned advisor (Kirsten Pitcock), select “English Advising” or “History Advising.” If you are assigned to a faculty advisor, select “Supplemental Advising - ENGL” or “Supplemental Advising - HIST.”

6. You will then select my advising office (2547 Dunford Hall, 5th Floor) and me as your advisor (Kirsten Pitcock).
7. On the next page you will see my upcoming available appointments. Select **a date and a time** that will work with your schedule. If you see no appointments available, either

a. my available appointments conflict with your course schedule and GradesFirst will not allow you to schedule an appointment during that time.

b. or I have no currently available appointments. I only schedule appointments up to two weeks in advance and this means I have not rolled out additional availability yet. Please check back later.
8. On the next page you will confirm your appointment. Please add any additional comments you may have about the reason for your appointment. It helps me to be fully prepared. You may also set up an appointment reminder by email and/or text. You must CONFIRM YOUR APPOINTMENT in order to complete scheduling your appointment. If you do NOT receive a confirmation email, your appointment was not saved.

If you have any additional questions or concerns, please email me at kpitcock@utk.edu.