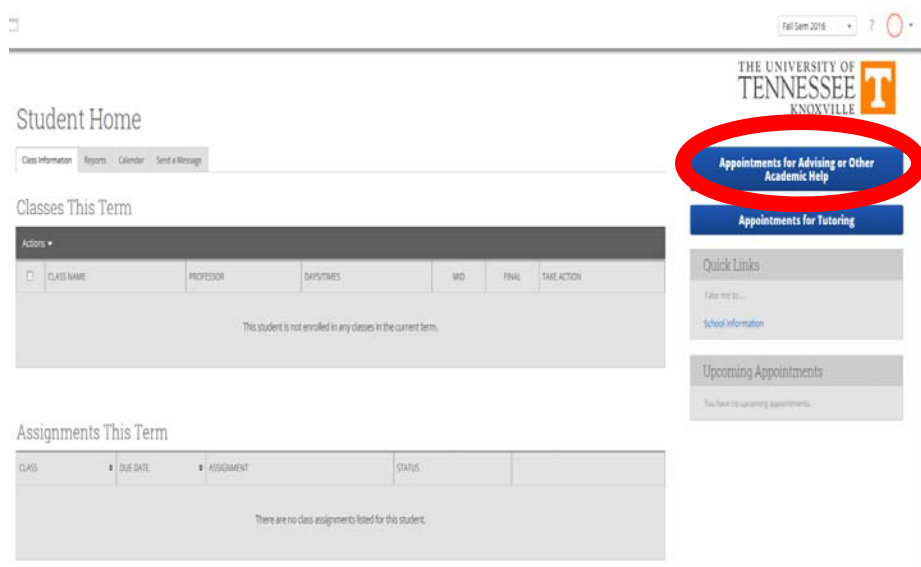


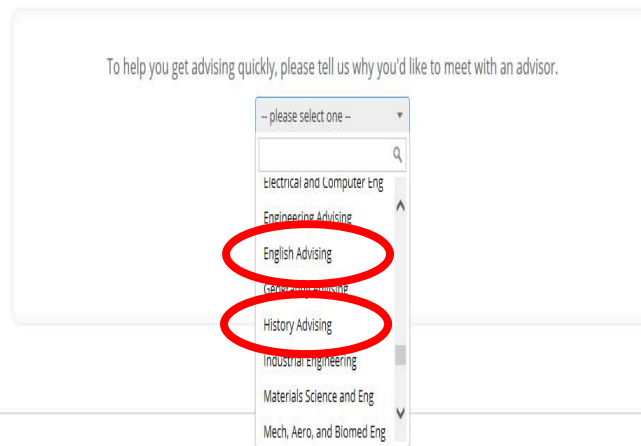
How to Schedule an Advising Appointment

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.**”

Schedule Advising Appointment



- 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.”**

Schedule Advising Appointment

Reason Location & Advisor Time Select Confirm

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

English Advising

Choose from the following options and click Next.

— please select one —

— please select one —

English Advising

Supplemental Advising - Engl

- 6. You will then select my advising office (2547 Dunford Hall, 5th Floor) and me as your advisor (Kirsten Pitcock).**

Schedule Advising Appointment

Reason Location & Advisor Time Select Confirm

What location do you prefer?

English/History Advising - 2547 Dunford Hall

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Pitcock, Kirsten (Your Advisor)

Back Next

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

Schedule Advising Appointment

Schedule Advising Appointment

Schedule Advising Appointment

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.

Schedule Advising Appointment

Reason >> Location & Advisor >> Time Select >> Confirm

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Kirsten Pitcock with	When: Friday, September 23 8:30am - 9:00am
Why: English Advising	Where: English/History Advising - 2547 Dunford Hall

Additional Details

<p><i>Is there anything specific you would like to discuss with Kirsten ?</i></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Comments for your advisor...</div>	<p><i>Would you like to set a reminder?</i></p> <div style="display: flex; justify-content: space-around;">Send Me an Email Send Me a Text</div>
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◀ Back Confirm Appointment

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