

# How to Schedule an Advising Appointment for Sociology & Global Studies Advising

Here are the instructions to set up an appointment with Emilie Aslinger – advisor for Sociology and Global Studies majors.

If Emilie Aslinger is NOT your current academic advisor, use the “Supplemental Advising (SOCL or GLBS)” reason to set up an appointment. If you are a declared major (junior or senior), contact your faculty advisor (preferably by email) to set up an advising appointment with them.

Advising appointments are typically scheduled online through GradesFirst. Here is how to schedule an appointment:

- Log into your MyUTK account
- Scroll down to the “Academic Resources” heading
- Click on GradesFirst link
- Click on “Appointments for Advising or Other Academic Help”
- Select “Sociology Advising” or “Global Studies Advising” as your reason for the appointment (if Emilie is not your academic advisor, select “Supplemental Advising – GLBS or Soci”)
- Select Sociology/Global Studies Advising in the next box
- Click next
- Select Sociology/Global Studies Advising – 912-B McClung in the location drop down window
- Select Emilie Aslinger as your advisor
- Click Next
- You will see a grid of available appointments, if you don’t see any appointment times click the Next Week arrow (she does not have appointments available more than 2 weeks out)
- Click on the box for morning or afternoon
- Select the available time that works for you
- Click Next
- **Please indicate what you would like to discuss during your appointment in the comments box**
- Select the reminder you would like to receive (text or email)
- Click Confirm Appointment. Your appointment is not saved until you click the confirm button.
- You will receive a confirmation email

Be sure to arrive to your appointment about 5 minutes early.

Emilie’s office is located in 912-B McClung Tower. If the door is closed when you arrive, she is most likely meeting with a student – please wait in the hallway and she will open the door when she is ready to start your meeting.