

Figure 1 Student Dashboard

Request Help: used for students to request help.

Calendar: shows assignment due dates, appointments, and class schedule if the class has a specific start and end time.

Notifications: shows flags, kudos, or to-do items assigned.

My Connections: shows assigned connections including academic advisor, academic success coach and faculty members.

My Services: shows student services offices and other information.

SET AN APPOINTMENT WITH ASSIGNED ADVISOR

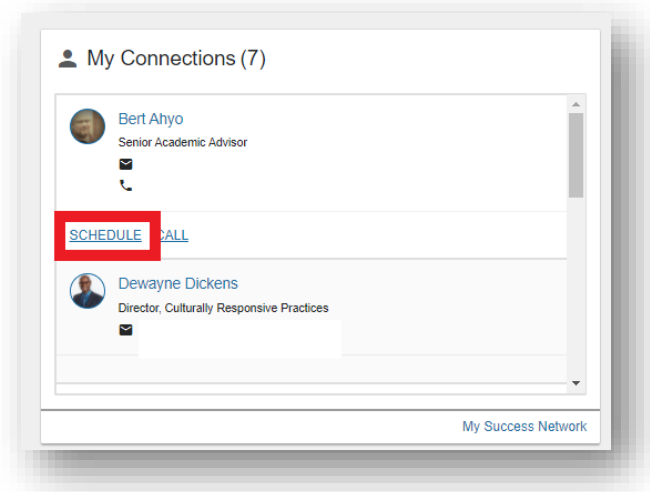


Figure 2 My Connections

In the **My Connections** box, scroll until you see your Academic Advisor. Click on the **schedule** button to make an appointment.

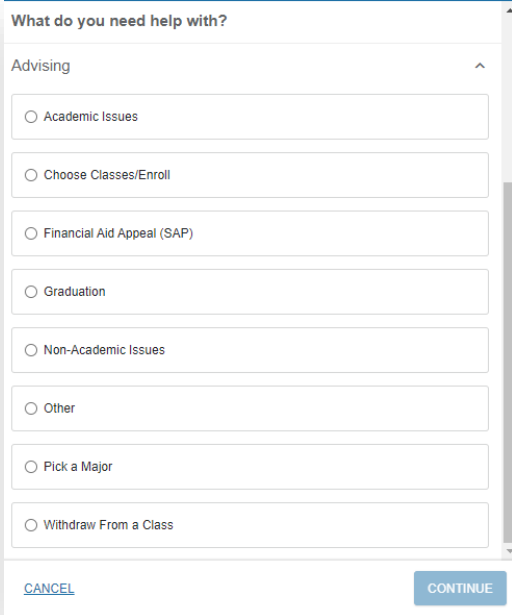
A screenshot of a form titled "What do you need help with?". The form is under the "Advising" section. It contains a list of radio button options: "Academic Issues", "Choose Classes/Enroll", "Financial Aid Appeal (SAP)", "Graduation", "Non-Academic Issues", "Other", "Pick a Major", and "Withdraw From a Class". At the bottom of the form are two buttons: "CANCEL" and "CONTINUE".

Figure 3 Appointment Reason

Choose what you need help with, and press **continue**.

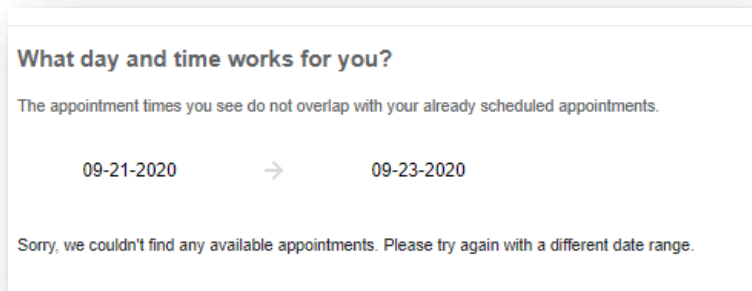


Figure 4 Date and Time that works for you

Choose the day and time that works for you. If no appointments appear, click on the **end date** and expand the date range.

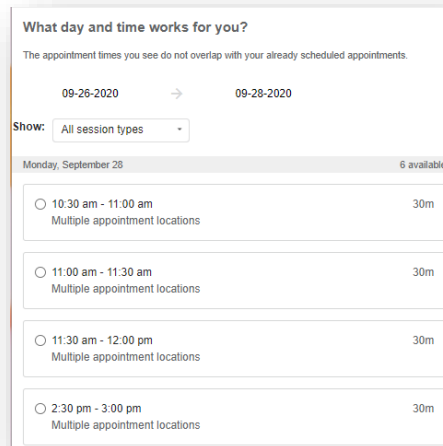


Figure 5 Select a date and time that works for you

Select the date and time that works for you.

Does this look correct?

Date and Time
Monday, September 28
10:30 am – 11:00 am

Location

Virtual Advising

Virtual Advising

Phone Advising

Choose Classes/Enroll [Change](#)

Figure 6 Appointment Location

Choose the **location** of the appointment.

Course
[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

I need help figuring out what classes to take next.

[BACK](#) [CONFIRM](#)

Figure 7 Appointment Details

In the section titled, “**If you want, tell us a little bit about what’s going on so we can help**”, you can enter details about what you want to talk to the advisor about. Include your current **phone number** if you selected a phone appointment. Click on the **Confirm** button to submit your appointment request.

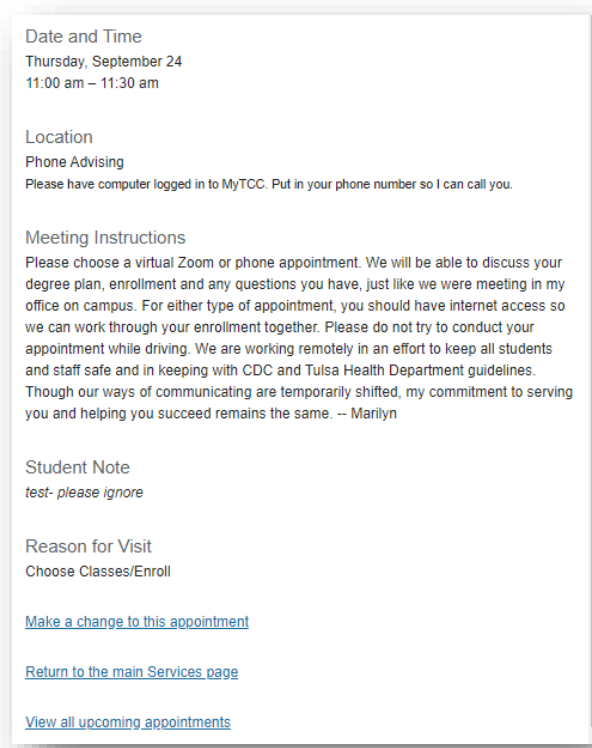


Figure 8 Appointment Confirmation Page

Once you have submitted the appointment request, you will see the confirmation screen. Verify that the date and time works for you. If you find a mistake, **you can make a change to the appointment** by clicking the link. Check your **TCC email** often for appointment reminders and other important information related to your appointments and coursework.