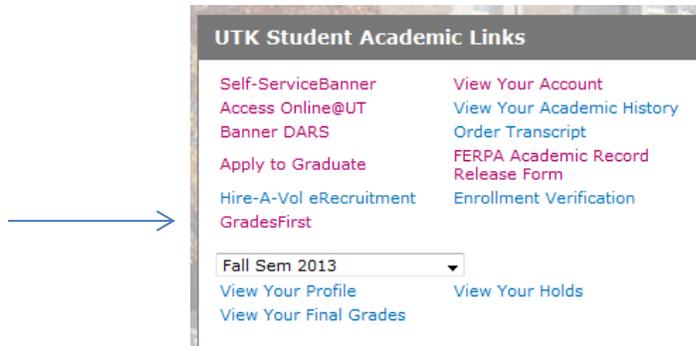


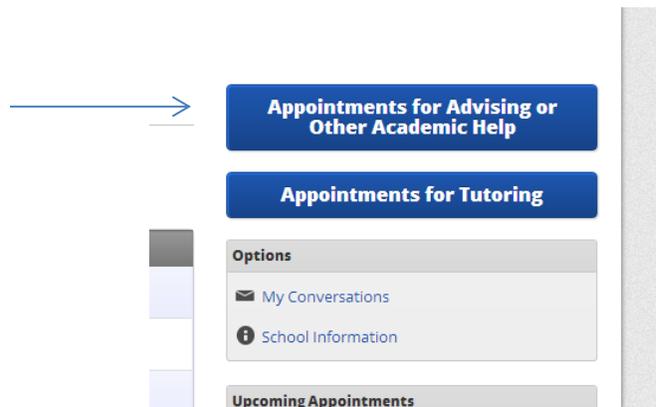
Scheduling an Appointment to Change to a CEHHS Major, Concentration, or Program

Please call our main office number at **865-974-8194** if you have any problems.

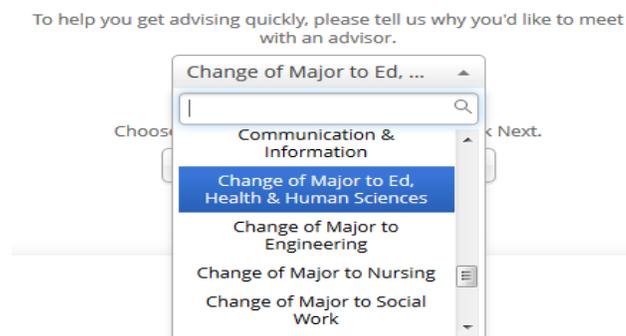
1. Log in to MyUTK and go down to the bottom of your main page. Click on the link for **GradesFirst** which is located in the box called “UTK Student Academic Links.”



2. On your home page you will see a button on the right-hand side that says **Appointments for Advising or Other Academic Help**. Click this button.



3. On the next page you will be prompted to select a reason for your advising appointment. Please select **Change of Major to Ed, Health & Human Sciences**.



Important note for students interested in teaching - please indicate “Change of Major to Ed, Health & Human Sciences” at this point even though many of the licensure programs are actually minors.

4. Next, please choose your major, concentration, or program of interest.

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

Change of Major to Ed, ...

Choose from the following options and click Next.

-- please select one --

- To Hotel Rest & Tourism
- To Kinesiology
- To Minors - Undergrad Program
- To Nutrition
- To Retail & Consumer Sciences
- To Special Ed - Deaf Ed
- To Special Ed - Mod Comp

Important note for exploratory students - please select either “To Explore – Teacher Ed” (if considering multiple licensure programs) or “To Explore Undergrad Programs” (if considering Kinesiology, Nutrition, Therapeutic Recreation, etc.).

5. Select the Next button to move on. The location dropdown box should already have the location for this advising type in it. Choose from the advisors listed in the dropdown box.

What location do you prefer?

Education, Health, and H...

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

Stokes, Jamia Wiley

Select only **one** advisor at a time to view availabilities. We hope to have the “multiple advisor” search feature available in the future.

6. Click Next, then you will see a grid with that advisor’s available appointments. If you don’t see any appointment times click the Next Week arrow. Click on the box for the morning or afternoon of the day you are interested in to see the available times.

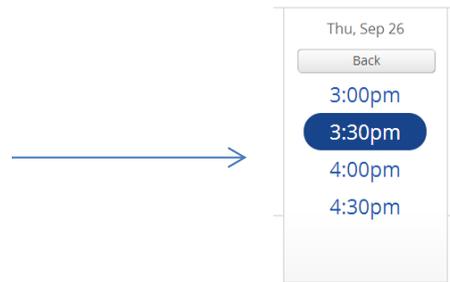
Availabilities This Week Today is Thursday, September 26, 2013

| Mon, Sep 23 | Tue, Sep 24 | Wed, Sep 25 | Thu, Sep 26 | Fri, Sep 27 |
|----------------------------|----------------------------|----------------------------|--------------------------|---------------------------|
| Morning Not Available | Morning Not Available | Morning Not Available | Morning Not Available | Morning 8 Available |
| Afternoon Not Available | Afternoon Not Available | Afternoon Not Available | Afternoon 4 Available | Afternoon 10 Available |

next week

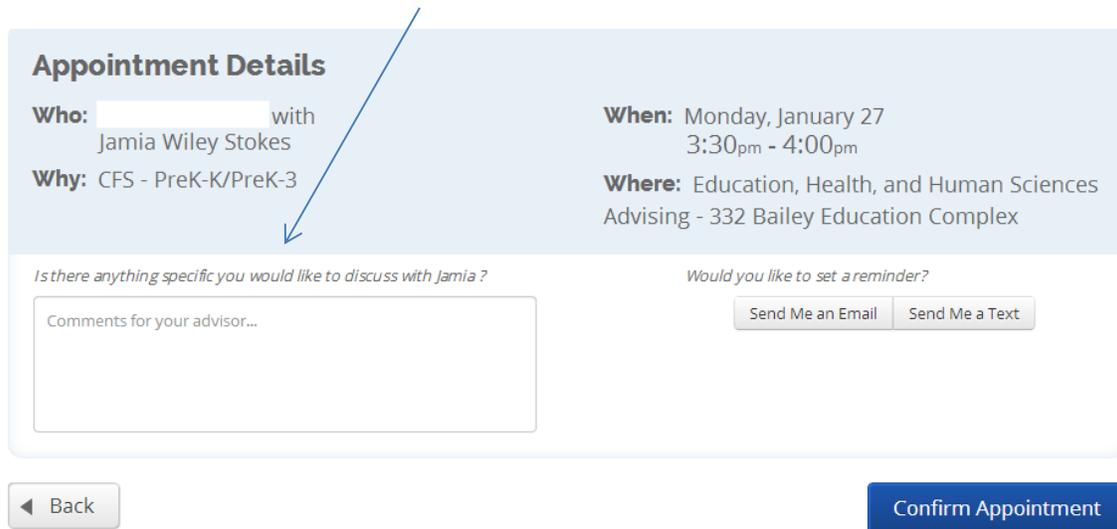
Important: Most advisors do not have availabilities more than 2 weeks from the current date.

7. Once you see the available appointment times, click on the one you want to schedule, then click Next.

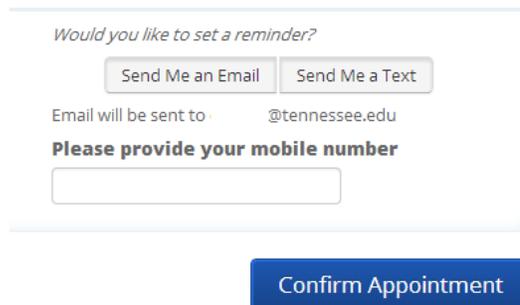


8. The details of your appointment will appear on the screen as shown below.

Important: Please add a brief but detailed comment for your advisor stating why you are scheduling an appointment (general advising, probation, study abroad, SAP form, etc.)



9. Select whether you would like to receive an email or text reminder for your appointment (or both). The email option will go to your UTK email address. For the text option, you will need to either confirm or enter your cell phone number. Please enter the phone number with the area code and dashes (e.g., 865-555-1212).



10. Once you have entered this information and confirmed that the date and time of the appointment are correct, click **Confirm Appointment** to schedule the appointment.