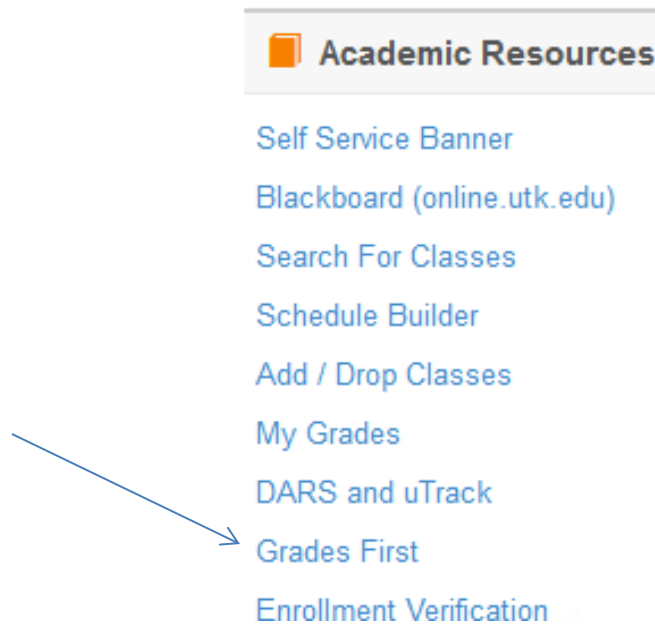
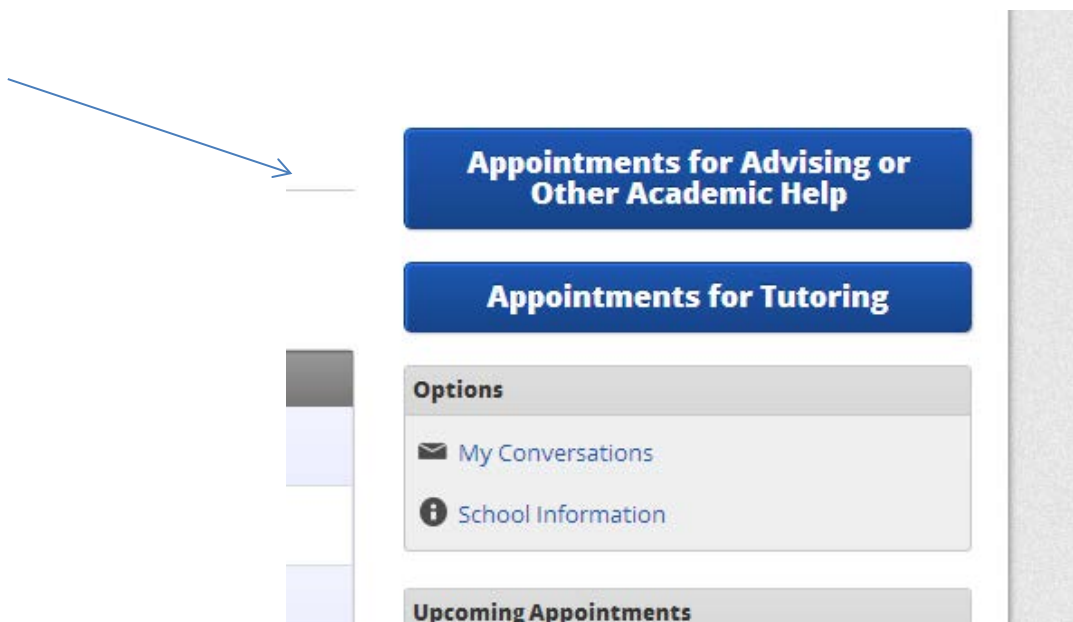


## How to Schedule an Biological Sciences Advising Appointment with Shanna Pendergrast

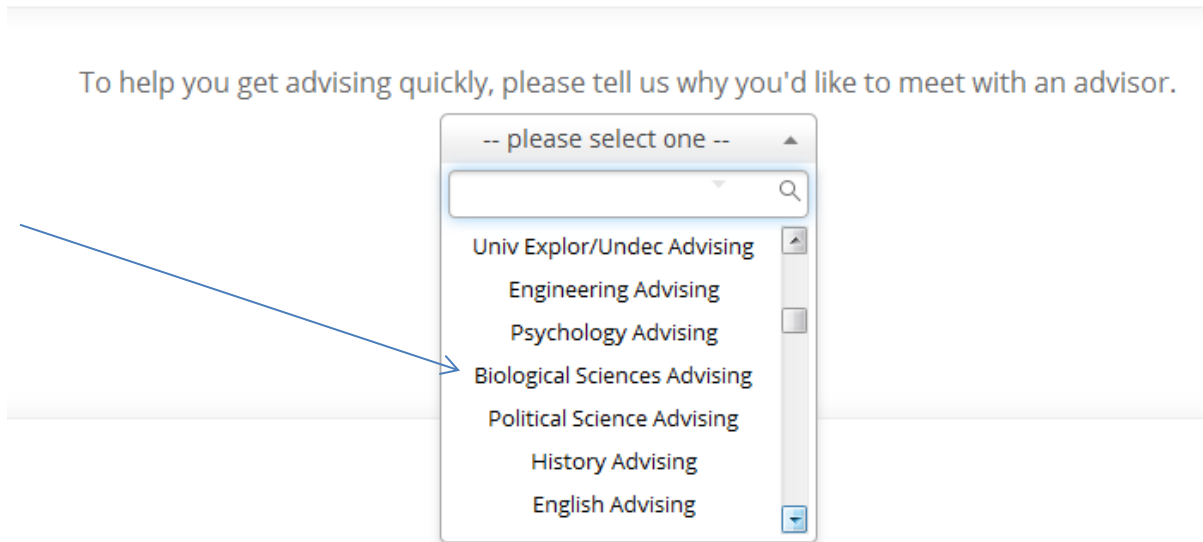
- If you have any problems please email Shanna at [spender1@utk.edu](mailto:spender1@utk.edu). If you are a **readmitted** student or a ROTC student seeking a **four-year plan**, you must email Shanna to schedule an appointment.
- Log in to MyUTK, and scroll down to the bottom of your main page. Under the Academic Resources heading, you will see a link for GradesFirst. Click that link, and it will take you to your home page in the GradesFirst system.



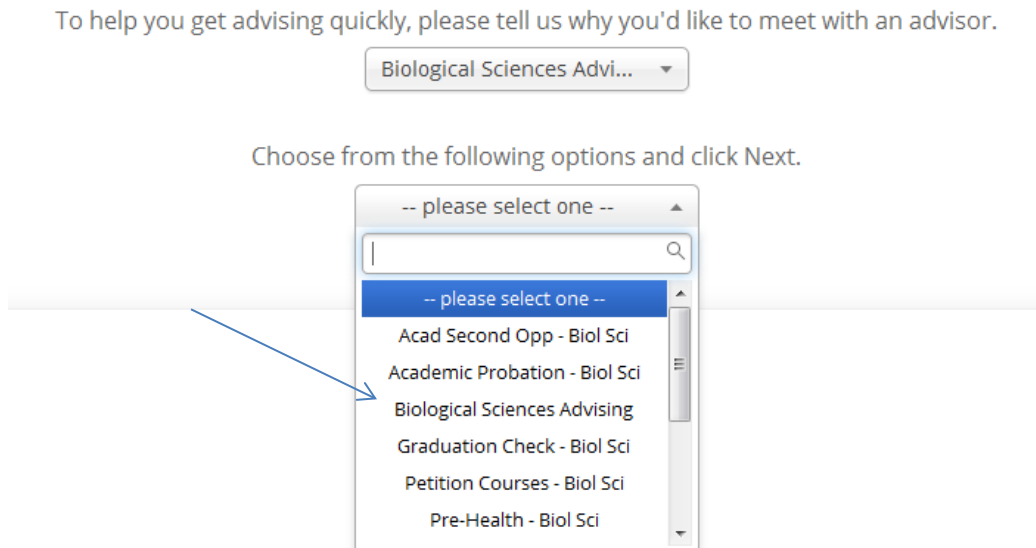
- On your home page, you will see a button on the right-hand side that says Appointments for Advising or Other Academic Help. Click this button.



- On the next page, you will be prompted to select a reason for your advising appointment. Please choose Biological Sciences Advising.

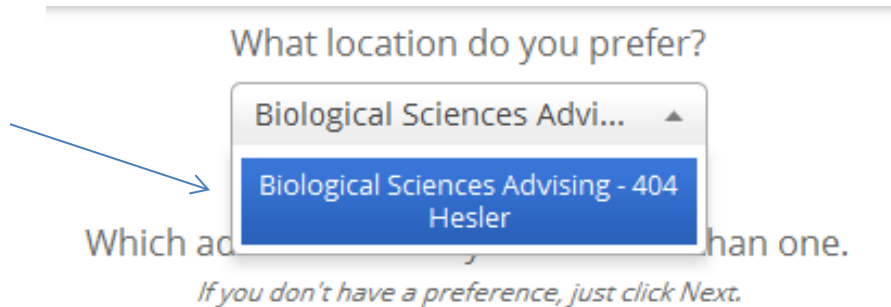


- Next you will be given another set of options. Choose Biological Sciences Advising.

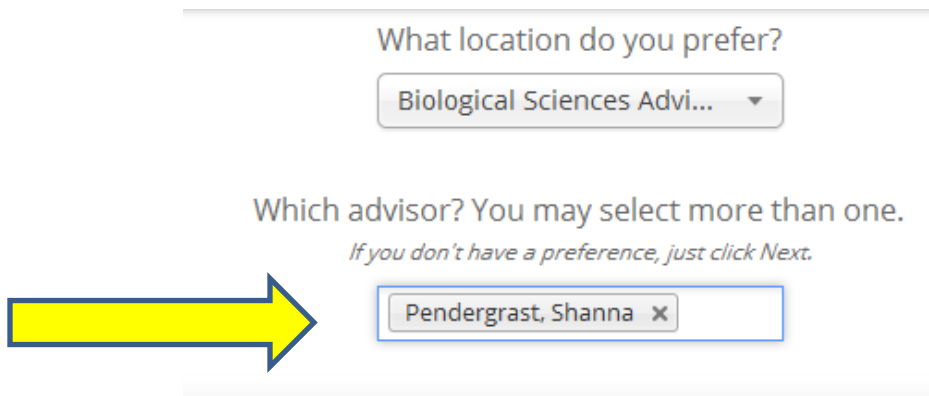


- If you choose Biological Sciences Advising and do not get a location after clicking Next, please click Back and choose a reason for the appointment and follow the subsequent prompts from there.

- Once you have selected both of these options, a Next button will appear for you to move to the next step.
- In the location dropdown, choose 404 Hesler as the location of your appointment.




- Your assigned advisor will automatically appear in this window.



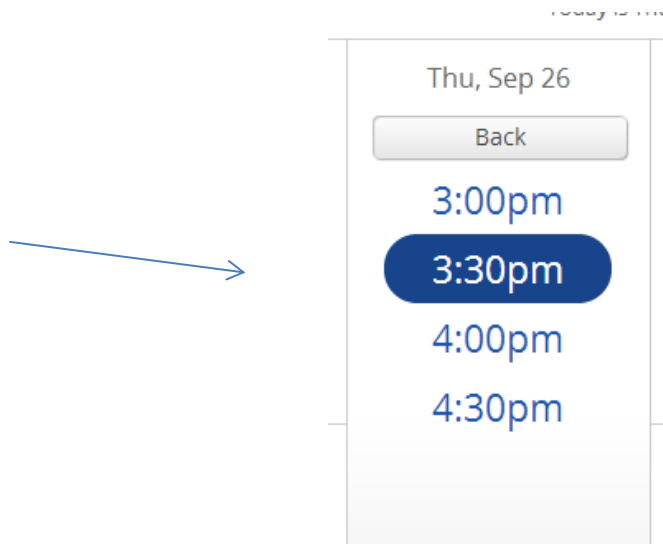
- Once you click Next, you will see a grid with that advisor's available appointments. If you don't see any appointment times click the Next Week arrow.

**Availabilities This Week** Today is Thursday, January 16, 2014

Mon, Jan 13	Tue, Jan 14	Wed, Jan 15	Thu, Jan 16	Fri, Jan 17
Morning Not Available	Morning Not Available	Morning Not Available	Morning Not Available	Morning Not Available
Afternoon Not Available	Afternoon Not Available	Afternoon Not Available	Afternoon Not Available	Afternoon 5 Available

 next week

- Click on the box for the morning or afternoon of the day you are interested in to see available times. You can use the arrows to move to the next week. **Important: Your advisor will not have availabilities more than 2 weeks from the current date.**
- Once you see the available appointment times, click on the one you want to schedule and click Next.



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

### Appointment Details

<p><b>Who:</b> <input type="text"/> with Shanna Pendergrast</p> <p><b>Why:</b> Arts &amp; Sciences Advising</p>	<p><b>When:</b> Friday, January 17 3:30pm - 4:00pm</p> <p><b>Where:</b> Biological Sciences Advising – 404 Hesler</p>
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*Is there anything specific you would like to discuss with Elizabeth ?*

Comments for your advisor...

*Would you like to set a reminder?*

- If you would like to receive an email reminder, be sure to click that button. This email will go to your UTK email address the day before your scheduled appointment. If you would like to receive a text reminder click on that button as well. You will receive a text reminder 2 hours before your scheduled appointment. If your cell phone number is not in the system, you will be prompted to enter it. If it is in the system, you will be prompted to confirm it. Please enter the phone number with the area code and using dashes (e.g., 865-555-1212). **We recommend you choose a least one reminder type before saving your appointment.**

*Would you like to set a reminder?*

Email will be sent to @tennessee.edu

**Please provide your mobile number**

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