Starfish	
	A Request Help
🖻 Calendar	Notifications (0)
Choose Date: September 21, 2020	Nice work! You have no active notifications at this time.
Su 20 21 22 23 24 25 26	
10 am v	m My Services (11)
Bert Ahyo Senior Academic Advisor	Academic Advising     Monday – Thursday: 9:00 A.M. – 6:00 P.M. Friday: 10:00 A.M. – 5:00 P.M.     Metro Campus, Room MC1014   Northeast Campus, NEC Student Union 105       Southeast Campus, Building 9, 1st Floor   West Campus, Room WC 1104
SCHEDULE CALL  Comparison Development of the second	CALL     •••       Academic Success Coaching     © 9:00 am - 6 pm Monday- Thursday. Friday 10:00 am-5:00 pm       Image: State Stat
•	CALL ••• •
My Success Network	My Success Network

#### 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

	Bert Ahyo Senior Academic Advisor	Â
	<b>थ</b> र	
<u>SCHE</u>		
	Dewayne Dickens Director, Culturally Responsive Practices	
-		
		My Success Network

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.

dvising	^
Academic Issues	
Choose Classes/Enroll	
Financial Aid Appeal (SAP)	
Graduation	
O Non-Academic Issues	
O Other	
🔿 Pick a Major	
O Withdraw From a Class	
CANCEL	CONTINUE

Figure 3 Appointment Reason

Choose what you need help with, and press continue.

The appointment times you s	ee do not overl	ap with your already scheduled	appointments.
00.04.0000		00 00 0000	
09-21-2020	$\rightarrow$	09-23-2020	
Sorry, we couldn't find any av	/ailable appoint	ments. Please try again with a c	lifferent date range.

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.

The ap	ppointment times you see do not overla	with your already scheduled appointments.
	09-26-2020 $\rightarrow$	09-28-2020
Show:	All session types *	
Monda	ay, September 28	6 available
	10:30 am - 11:00 am Multiple appointment locations	30m
	11:00 am - 11:30 am Multiple appointment locations	30m
~	11:30 am - 12:00 pm Multiple appointment locations	30m
	2:30 pm - 3:00 pm Multiple appointment locations	30m

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 Nonday, September 28 0:30 am – 11:00 am		
_ocation •		
Virtual Advising	•	
Virtual Advising		
Phone Advising		

# Figure 6 Appointment Location

Choose the **location** of the appointment.

Course			
dd a course			
you want, tell u	is a little bit about what's going on so we can help		
need help figuri	ing out what classes to take next.		
need help figuri	ing out what classes to take next.		I
need help figuri	ing out what classes to take next.		v
need help figuri	ing out what classes to take next.	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.

Date and Time	
Thursday, Septem	iber 24
11:00 am - 11:30	am
Location	
Phone Advising	
Please have comput	er logged in to MyTCC. Put in your phone number so I can call you.
Meeting Instru	ctions
degree plan, enrol office on campus. we can work throu appointment while and staff safe and Though our ways	virtual Zoom or phone appointment. We will be able to discuss your liment and any questions you have, just like we were meeting in my For either type of appointment, you should have internet access so igh your enrollment together. Please do not try to conduct your driving. We are working remotely in an effort to keep all students in keeping with CDC and Tulsa Health Department guidelines. of communicating are temporarily shifted, my commitment to serving ou succeed remains the same Marilyn
Student Note	
test- please ignore	9
Reason for Vis	sit
Choose Classes/E	Enroll
<u>Make a change to</u>	this appointment
Return to the mair	n Services page
View all uncomina	appointments

### 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.