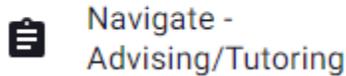


Scheduling an Academic Coaching Appointment

1. Log into MyMocsNet
2. Choose “Academic Tools” page
3. Choose “Navigate Advising/Tutoring” Option
 - a. **PRO TIP:** Save “Navigate Advising/Tutoring” as a Shortcut for faster access.

Shortcuts

Edit



- b. Links can also be found under “Student Information Systems” and “Academic Support”
4. From the Navigate Home page choose “Schedule Advising/Tutoring Appointment”

Student Home

Class Information Reports Calendar



Schedule Advising/Tutoring Appointment

Classes This Term

Quick Links

5. Choose the following options for academic coaching support...

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? *

Peer Coaching x v

Service *

Peer Coaching session x v

Pick a Date

August 30, 2023 v

Find Available Time

- Dates with Peer Coaching availability for the selected course will have a small dot indicator on the calendar.
- If no availabilities are visible, all of the sessions may be currently booked OR available days/times conflict with the student’s current course schedule

- Coaching appointments can be made up to 10 days in advance

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff

PEER COACHING PEER COACHING SESSION

Center for Academic Support and Advisement(Library #335)

Please note: Some services may have both in-person and virtual meeting options. Please make note of the type of meeting that you choose, or refer to your appointment confirmation email for full meeting details.

AY AS EC HM JT JA KY KB KC TC 10 People

[View individual availabilities](#)

Thu, Aug 31st

12:00 - 1:00 PM

Mon, Sep 4th

10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM

Tue, Sep 5th

12:00 - 1:00 PM

Wed, Sep 6th

10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM

6. Select the best day/time for you.

How would you like to meet? *

In-Person

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to mgl595@mocs.utc.edu

Text Message Reminder

Phone Number for Text Reminder

5556988802

Schedule

- **PRO TIP:** Use the Comments section to let the Peer Coach know what information you want to cover during your coaching session
- Choose "Schedule" to confirm your selections
- Students will receive an email confirmation immediately upon scheduling an appointment.
- Automated reminder emails and texts will be sent within 24 hours before your appointment.

Contact academicsupport@utc.edu for additional information