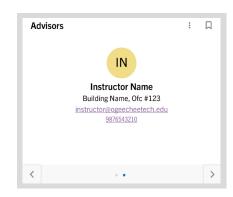
APPOINTMENT CALENDAR STUDENT INSTRUCTIONS

FIND YOUR ADVISOR'S INFORMATION

- » Go to ogeecheetech.edu
- » Click on MY OTC (OTC Experience) Tile
- » Click on the Advisors Tile
- This should show your advisors name, email address, building & office number You may have multiple advisors. Click the arrows on the bottom of the tile to see them all.





MAKE AN APPOINTMENT WITH YOUR ADVISOR

- » Click on MY OTC
- » Click on the Appointment Calendar Tile
- » Click on the blue Schedule button in the top corner
- » Answer the Questions
 - 1. What is the purpose of this meeting? Select Academic Advising
 - 2. How would you like to meet with your advisor?
 Select In-Person, Virtual, or Phone
 (you can choose more than one)
 - 3. Who would you like to meet with?

 Scroll through the list and select your Advisor
- » Click on Check Availability
- » Choose from the available time options
- » Once you have chosen a time, click Schedule

APPOINTMENT POINTERS

- You can see a summary of your upcoming and past appointments on the **Appointment Scheduler**.
- You can add the appointment to your calendar by selecting the appointment and clicking Add to Calendar.
- » If you need to cancel your appointment, select the appointment and click Cancel Appointment.



