Scheduling an Engineering Advising Appointment through an E-mail Invitation

You will receive an e-mail similar to the one below when it is time to schedule your required advising appointment for the current term:

Please schedule your Tickle College of Engineering Advising Appointment.

Hello:

Please schedule an appointment for your mandatory semester academic advising with the Engineering Advising Office in 316A Perkins Hall. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

Schedule an Appointment

You can also copy and paste this address into your web browser. https://utk.campus.eab.com/a/KbEMHfXM5s

Thank you!

- For academic assistance or appointment concerns, contact your advisor.
- For questions regarding this message, respond directly to the sender.
- For technical assistance using Navigate, contact navigate@utk.edu.
Once you click on the link in the e-mail to schedule your appointment, you will be taken to a page that looks like this:

**Schedule Appointment**

**Hi,**

Please Schedule Your Appointment Below.

**Choose A Day**

![Calendar](image)

**Comments**

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to dgrah2@utk.edu the morning of your appointment.

Please provide a mobile number below if you want to receive a text reminder.

Phone Number

Review Appointment Details

If you want to meet with a specific advisor, please make that selection first. Otherwise, advisor will be chosen automatically by the system based on availability.
Next, choose a date for your appointment. Dates that appear faded (light grey) are NOT available to choose – be sure to choose an available day.

If there are no available appointments on the day you have chosen, you will see this message:

Choose A Day

Choose A Time

No availabilities found on Wed, Jul 01. Please choose another day.

If appointments are available on the day you have chosen, you will see a list of times to choose from. Select the time that works best for you.

Choose A Time

Mon, Jun 22

8:00am ET
8:30am ET
9:00am ET
9:30am ET
After you select a time, the last box will become available for comments and text reminders. Please leave a comment with important details or anything specific you want to discuss during your appointment. When typing in your phone number, you must use the format 000-000-0000. (Use dashes)

Choose A Time

Mon, Jun 22
8:00am ET
8:30am ET
9:00am ET
9:30am ET
10:00am ET
10:30am ET

Comments

Is there anything specific you would like to discuss?

I would like to change my major from Mechanical Engineering to Civil Engineering.

You will be sent an email reminder to the morning of your appointment.

Please provide a mobile number below if you want to receive a text reminder.

Phone Number

Review Appointment Details

After you click “Review Appointment Details,” you will see the following (NOTE: not done yet!)
You MUST click “Confirm Appointment” to finalize and reserve your appointment time. Please see FINAL STEP on next page:

Schedule Appointment Review

Almost Done... Please Review And Confirm Your Appointment Details Below:

Appointment Details

You MUST click “Confirm Appointment.” Your appointment is not scheduled until you click “Confirm Appointment.”
Click on “Confirm Appointment” to schedule your appointment and you will see the following confirmation screen:

Congratulations! Your appointment has been scheduled.

**Appointment Details**

Who: [Redacted] with Lisa C Byrd

Why: General Engineering Advising

When: Monday, June 22
9:00am - 9:30am ET

Where: Engineering Advising - 316A Perkins Hall

Reminders: Email at [Redacted]
Text at [Redacted]

Once you see the above confirmation (*Congratulations! Your appointment has been scheduled*), you can close the window.