# Scheduling an Appointment with a Southeastern Tech Faculty Member

## Appointments can be made for the following reasons:

* To be **ADVISED** about classes for upcoming semesters.
* To **CONFERENCE** with your instructor about class work or concerns.
* To discuss information about a **PROGRAM** in which you are interested.
* To set up a **TUTORING** time with your advisor.

## **Follow these instructions to set up an appointment:**

1. Go to [www.southeasterntech.edu](http://www.southeasterntech.edu/) (the college’s web page).

2. Click on **Prospective Students** or **Current Students** beneath the scrolling picture bar.

3. Click on **Meet with Faculty**.

3. Click on the down arrow next to **Location** and select your campus**.**

4.Click on the down arrow next to **Select Program** to choose your program.

***NOTE****: If you are a NEW or RETURNING student, your program is listed in your acceptance letter.*

5. Click on the down arrow next to **Select Advisor** to choose your advisor.

6. Click on the down arrow next to **Select Appointment Type** to choose appointment.

7. A calendar will appear. Click on the date on which you would like an appointment. (Days with available appointment times are not shaded.) Select a time for your appointment.

8. Answer the question “**Are you a new or returning user?**”

* Click **New User** if this is your first time on the system. Fill out the information. Choose a login name and a password. ***Note****: Make sure to write this down so that you can use it the next time you use the program.*
* Click **Returning User** if you have used the program before. Enter your login name and your password.

9. Click **Finalize Appointment**. You will receive an e-mail confirming your appointment.