

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 (the college's web page).
2. Click on **Prospective Students** or **Current Students** beneath the scrolling picture bar. (If you choose this option go to Step 3.) You can also access the student login page by clicking on "**Meet with Faculty**" from the QuickLinks drop down at the top right corner of the STC homepage. Yet another way to access the login page is from within MySTC by clicking on the "**Meet with Faculty**" from the QuickLinks section.
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.



Thanks for using the STC Online Advising/Conference Scheduling System!