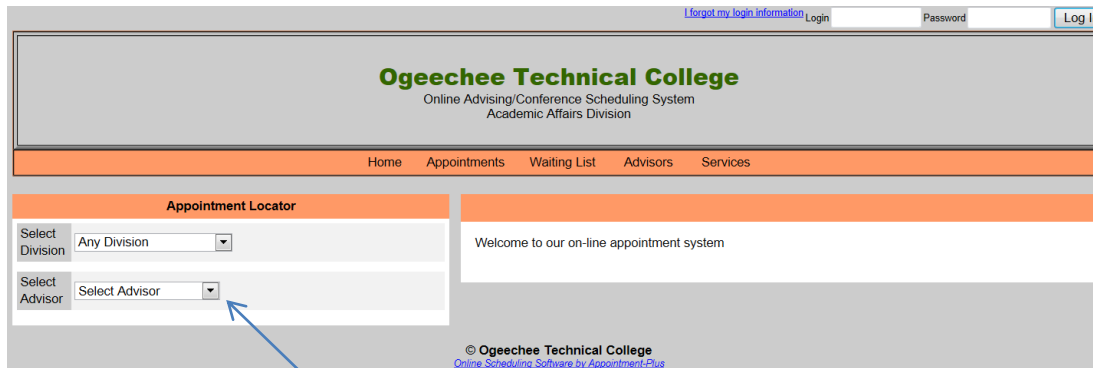


Appointment Plus

Setting Up Appointments with Faculty Members

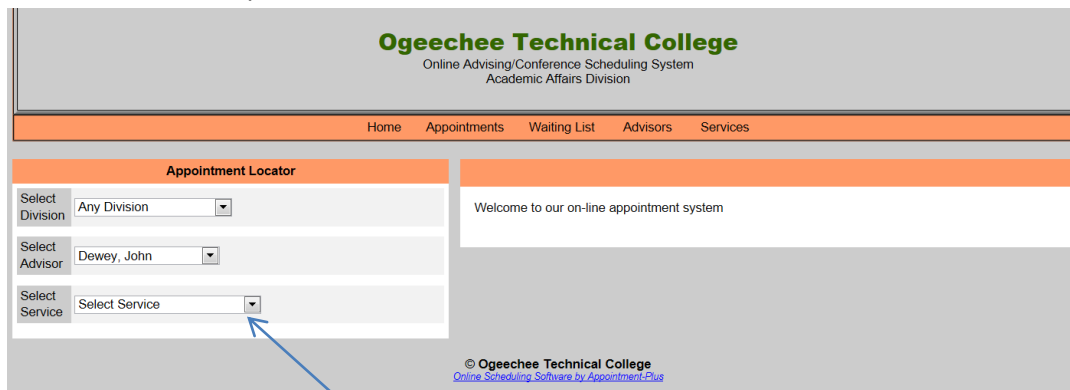
Ogeechee Technical College

1. On the OTC webpage (www.ogeecheetech.edu), use one of the following dropdown lists: Future Students, Current Students, or Academics.
2. Choose **Meet with Faculty**
3. This screen comes up:



The screenshot shows the Ogeechee Technical College Online Advising/Conference Scheduling System. The page has a header with the college name and a navigation bar with links for Home, Appointments, Waiting List, Advisors, and Services. Below the navigation bar is the 'Appointment Locator' form. The form has three dropdown menus: 'Select Division' (set to 'Any Division'), 'Select Advisor' (set to 'Select Advisor'), and 'Select Service' (set to 'Select Service'). A blue arrow points to the 'Select Advisor' dropdown menu. To the right of the form is a 'Welcome to our on-line appointment system' message. At the bottom of the page is a copyright notice for Ogeechee Technical College.

4. Click the down arrow by **Select Advisor**.
5. Choose the faculty member with whom you want to make an appointment (Alphabetical by last name).
6. This screen comes up:



The screenshot shows the Ogeechee Technical College Online Advising/Conference Scheduling System. The page has a header with the college name and a navigation bar with links for Home, Appointments, Waiting List, Advisors, and Services. Below the navigation bar is the 'Appointment Locator' form. The form has three dropdown menus: 'Select Division' (set to 'Any Division'), 'Select Advisor' (set to 'Dewey, John'), and 'Select Service' (set to 'Select Service'). A blue arrow points to the 'Select Service' dropdown menu. To the right of the form is a 'Welcome to our on-line appointment system' message. At the bottom of the page is a copyright notice for Ogeechee Technical College.

7. Click the down arrow by **Select Service**.
8. Choose the reason why you want to meet with the instructor.
 - a. **Advising Session** – You wish to be advised about what courses to take during the upcoming semester.
 - b. **Conference with Instructor** – You are a current student in the instructor's course and wish to discuss issues related to the class.
 - c. **Prospective Student Meeting** – You are interested in knowing more about a program.

9. This screen comes up:

10. Choose the date desired.

11. This screen comes up:

12. Choose an open time,

13. This screen comes up:

14. Select **New User**.

15. This screen comes up:

New User

Please enter information below (required fields are in bold)

First Name

Last Name

Address

City

State

Zip Code

Phone

Evening Phone

Cell Phone

E-mail

Login

Password

Retype Password

Heard Via?

Special Instructions

16. Fill in User Information.

17. Type any **Special Instructions**.

18. Click on **Finalize Appointment**.