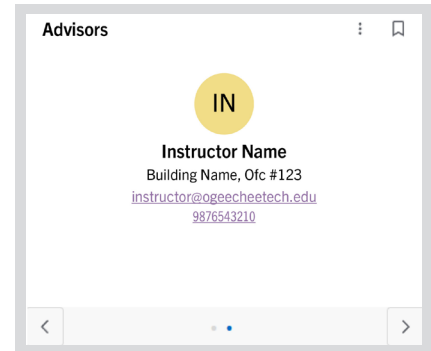


APPOINTMENT CALENDAR

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**.



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