

Preparing For Your Virtual Advising Appointment

Prepare a List of Questions

- You may want to ask questions about:
 - Majors or minors you would like to explore
 - Classes you are interested in taking
 - How your dual credits or AP credits will be applied

Be Ready To Take Notes

- You may want to write down:
 - Important contact names, phone numbers, email addresses, or dates
 - Information about next steps
 - Resources you may want to check later
 - Notes about majors or minors you are interested in
 - Answers to any questions you may have

Find a Private Setting

- Choose a private and quiet place to meet one-on-one with your advisor.
 - This is your first opportunity to explore your academic freedom as a college student.
 - [Federal privacy laws \(FERPA\)](#) protect your academic rights, and to respect those rights, we ask that you and your advisor are the only people in this meeting.
 - You can update your family and friends on all of the important information you discuss with your advisor after your appointment is over.

Get Your Computer Ready

- Open separate internet tabs or windows for the following:
 - UofL homepage: www.louisville.edu
 - ULINK: ulink.louisville.edu

Use Microsoft Teams

- For your Microsoft Teams virtual appointment:
 - Download/use the [app](#) since the [web-based](#) version seems to not always work well. You will be asked for your UofL email address and password to sign-in.
 - **Log into Microsoft Teams a few minutes before your appointment.** This will give you time to test your audio and video, set your preferred background, and check your appearance.
 - Before sharing your video, be sure that your appearance is appropriate and well lit, you have limited background noise as best possible and that you have unmuted your microphone.

You're All Set!

You are now ready for your academic advising appointment! Your advisor will either be waiting for you or will join you at your scheduled time. Keep in mind that some advisors have back-to-back appointments, so they may be slightly delayed. Please be patient and know that they will be with you shortly.