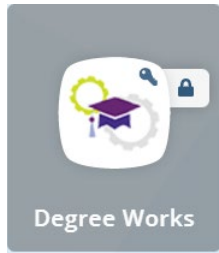


How to Contact Your Assigned Advisor

1. Log in to your **My Vol State** portal
(<https://myapps.classlink.com/home>)


2. Click the **Degree Works** icon

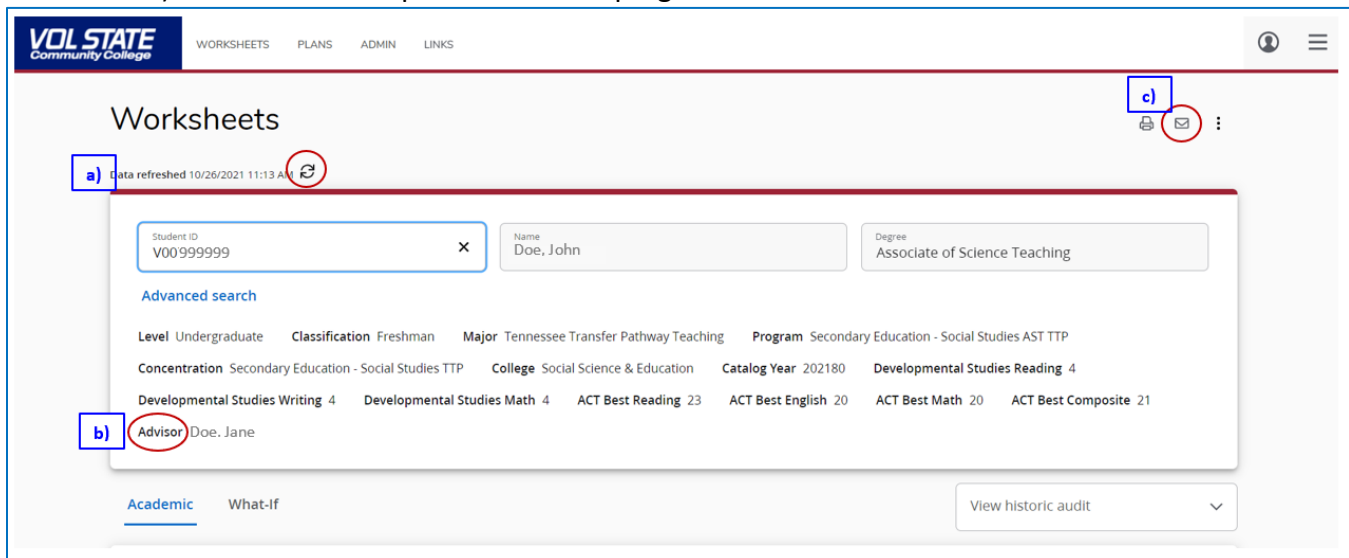


Click here to open these instructions on your phone

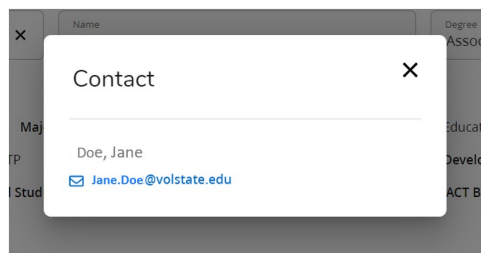


3. Log in to **Degree Works**

- a) Refresh your data 
- b) Find your assigned advisor's name in the grouping of information below your V# and Name
- c) Click the envelope icon at the top right



4. Click on the Advisor's email address link or copy the link to email a request to make an appointment.



5. In **ALL communications** (email or voicemail) to your advisor, **ALWAYS** include:

- Your Full Name
- Your V#
- Your Phone Number
- A brief message about why you are contacting them



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