## **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

- 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

Community College Worksheets Plans admin Links	
Worksheets	
a) Gata refreshed 10/26/2021 11:13 A	
Student ID Name Degree   V009999999 Associate of Science Teaching	
Advanced search	
Concentration Secondary Education - Social Studies TTP College Social Science & Education Catalog Year 202180 Developmental Studies Reading 4	
Developmental Studies Math 4 ACT Best Reading 23 ACT Best English 20 ACT Best Math 20 ACT Best Composite 21	
Academic What-If View historic audit	]

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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