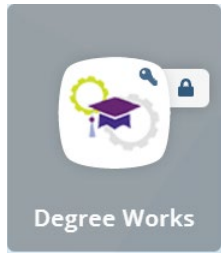


# How to Contact Your Assigned Advisor


1. Log in to your [My Vol State portal](#)
2. Click the Degree Works icon



Click here to open these instructions on your phone

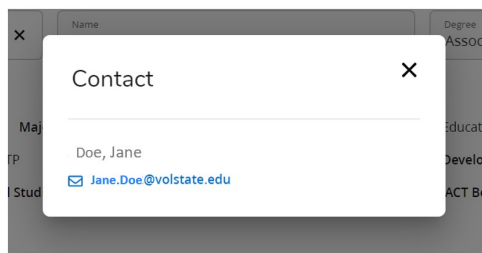


3. Log in to **Degree Works**

- 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

A screenshot of the Degree Works web application. At the top left is the "VOL STATE Community College" logo. Below it are navigation links: "WORKSHEETS", "PLANS", "ADMIN", and "LINKS". On the right side of the header, there are user profile icons and a menu icon. The main content area is titled "Worksheets". Below the title, there is a status bar that says "Data refreshed 10/26/2021 11:13 AM" with a refresh icon circled in red and labeled "a)". Below this is a search filter box with three input fields: "Student ID" (containing "V00999999"), "Name" (containing "Doe, John"), and "Degree" (containing "Associate of Science Teaching"). Below the search box is an "Advanced search" section with various filters like "Level", "Classification", "Major", "Program", "Concentration", "College", "Catalog Year", and "Developmental Studies". At the bottom of the search results, an "Advisor" field is circled in red and labeled "b)", showing "Doe, Jane". In the top right corner of the main content area, there is an envelope icon circled in red and labeled "c)". At the bottom of the page, there are tabs for "Academic" and "What-If", and a "View historic audit" button.

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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