

Meeting with your Advisor Remotely

Thank you for your flexibility and willingness to meet remotely for our upcoming advising appointment. The guide below will assist you in interacting with your advisor during your appointment and is broken up into the following parts.

- Scheduling your Appointment
- Accessing your Degree Progress Report
- Setting up Remote Connectivity
- Other Considerations

Scheduling your Appointment

Appointments will still be scheduled through Jayhawk GPS. After your appointment is scheduled, you will receive a generic confirmation email sent to your KU email address. **You will then receive a follow up email from your advisor with instructions on how your advisor intends to meet.**

GUIDE: <https://jayhawkgps.ku.edu/navigate-student-schedule-appointment>.

If you need to schedule an appointment with an advisor you are not assigned to please call (785) 864-3500.

Accessing your Degree Progress Report

During your advising appointment your advisor will utilize your Degree Progress Report to outline and discuss possible enrollment options. In order to most effectively interact with your advisor remotely, it is helpful for you to run and open a current Degree Progress Report and have access to it on a computer or tablet.

GUIDE: <https://sis.ku.edu/generating-degree-progress-report>.

Setting up Remote Connectivity

Meeting with your advisor remotely can be done through Zoom (video chat) or a phone call. The default method for meeting will be through Zoom, but if you prefer to meet by phone, please indicate this in the “comments” section of the appointment scheduling function in Jayhawk GPS.

- **Zoom Appointments:**

GUIDE: https://technology.ku.edu/sites/technology.ku.edu/files/docs/training/Zoom/h_using-zoom-at-ku_students.pdf

- o Your advisor will provide a Meeting ID or send you a meeting invitation prior to the start of your appointment. When you join a meeting an indication pops up that you are in a “waiting room”. Your advisor will add you to the meeting when ready.

- **Phone Appointments:** your advisor will contact you via the phone number you provide. Give your advisor a 10 minute window surrounding your appointment start time to give you a call.

Other Considerations

- When meeting remotely make sure to have a fully charged device or have your device plugged into an outlet.
- Students will often use headphones when meeting remotely in order to hear easier, especially if you are in a public place.
- During your appointment, close unneeded applications and browsers on your computer in order to allow Zoom to work most efficiently.
- If additional questions or concerns come up following your meeting, please email your advisor or schedule a follow up meeting through GPS.
- Due to the new format of meeting and high volume of emails, please give your advisor additional flexibility and time when responding to emails.