

What is Virtual Advising?

Virtual advising means conducting advising sessions using video chat technology via Google Meet. This style of advising gives both students and advisors the opportunity for a face-to-face conversations if a student is unable to come into the Psychology SAA office. Google Meet also allows screen & document sharing – something that cannot be done with a traditional phone call.

What do I need for Virtual Advising?

During your meeting you will need access to a computer with video chat capabilities and a microphone. You can use your smartphone or tablet for virtual advising if necessary; however, access to a computer is preferable as your advisor may want to share documents and resources that are easier to view & save on a computer.

How to Make an Appointment

Please contact the Psychology SAA Office to make an appointment by calling 734-764-2580. You will receive an email confirmation from the Psych SAA office. At least 24 hours before your appointment, you will receive another email from your advisor with a Google Calendar invite to your advising appointment. Click “yes” that you will be attending.

Kaydee Fry

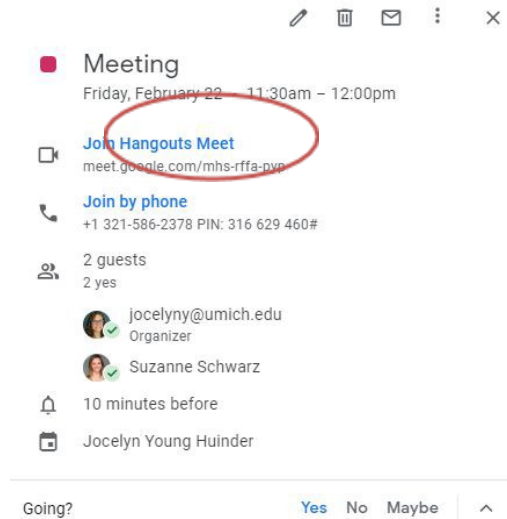
to me ▾

Jun
12
Wed

Psychology Virtual Advising Appt.
[View on Google Calendar](#)

When Wed Jun 12, 2019 10:30am – 11am (EDT)
Who Kaydee Fry*

Afterwards, the appointment will show up on your Google Calendar. In this calendar event, there will be a link to access Google Meet, which is the program we use for virtual advising.



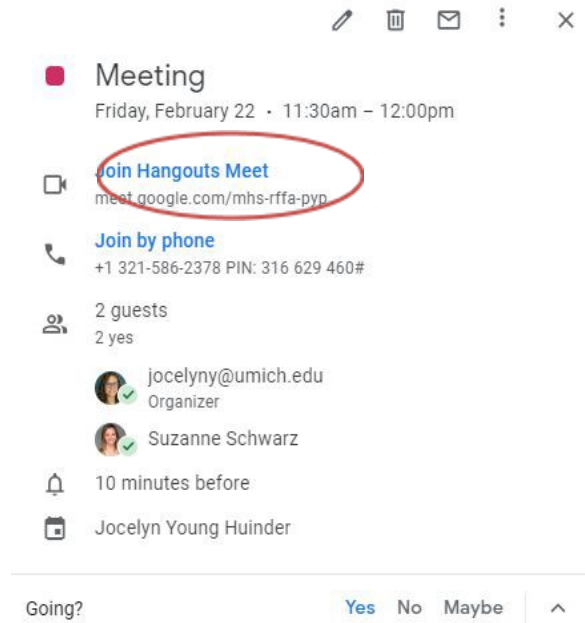
Policies

1. Virtual academic advising appointments are conducted via Google Meet. Students must use their University of Michigan Google account. Calls from private Google accounts are not accepted. Please learn more information about how to use the Google Meet application in the guide below, under “What to Expect During the Appointment.”
2. Virtual advising relies on a secure, quality wifi connection. Please ensure that you have a good connection prior to your appointment.
3. Conduct your meeting in a place that is quiet and free of distraction to help make the meeting as efficient and productive as possible.
4. Driving during a virtual advising appointment is prohibited. This will result in an immediate end of the meeting.
5. If you are in a public setting, you are responsible for the information communicated in your meeting. We highly recommend that you wear headphones to ensure that others surrounding you are not privy to any personal academic information that may be discussed with your advisor.
6. Please be prepared for your meeting. This includes having a pen and paper ready to take notes, reviewing your degree plan prior to your appointment, preparing questions or topics you want to cover, and any other planning tools necessary.
7. If for any reason you are unable to use Google Meet at your scheduled appointment time (i.e. your computer unexpectedly dies; or your wifi won't connect), please call our office at 734-764-2580 and ask to conduct your appointment over the phone instead.

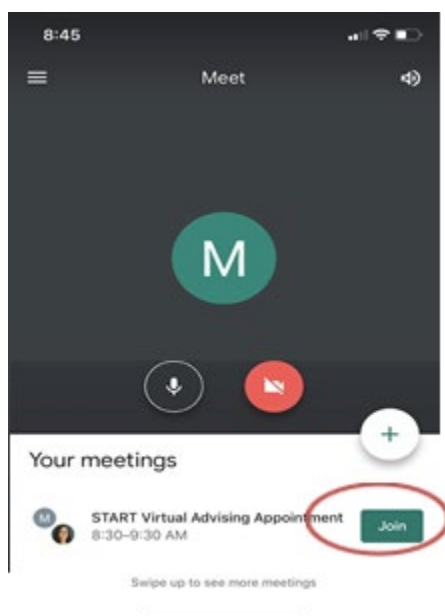
What to Expect During the Appointment

Beginning Appointment:

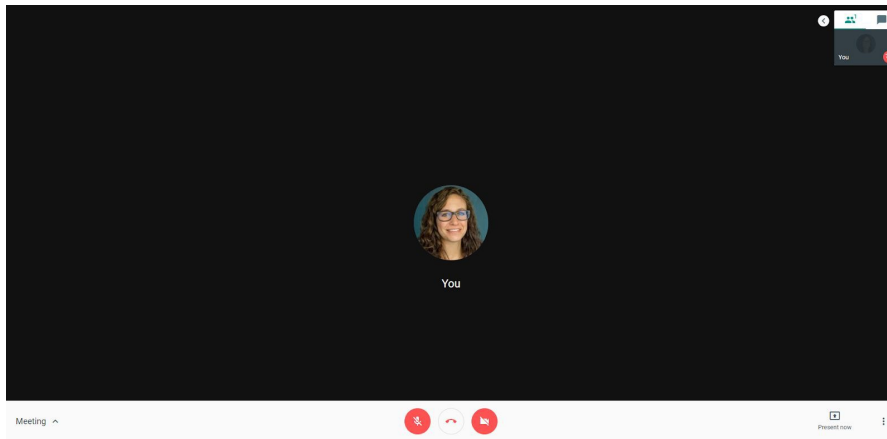
1. If you are using a computer, open your Google Calendar. When you are ready to join the meeting, click on the Meet link in your calendar and choose “Join Hangouts Meet.”



2. If you are using your phone or tablet to attend the appointment, you will need to download the Google Meet app, and login using your U-Mich email and password. When you load the app, your scheduled meeting will show up on the bottom of the screen. Click “Join” to begin the meeting.



3. The screen will show if your advisor hasn't entered the meeting yet. If you enter the meeting first, please wait for your advisor.



NOTE: Please make every effort to be on time to your scheduled appointment. Please be aware that you may need to wait a minute or two for you advisor to join the meeting, in case the appointment before yours is running late. If the student doesn't join the meeting within 15 minutes of the scheduled start time, the advisor will mark the appointment a "no-show."

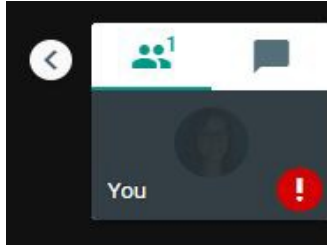
Sharing Screens:

- Sometimes, you may want to show your advisor exactly what you are seeing on your computer screen. To show your advisor a page on your screen, click on "Present Now" in the lower, right-hand corner and choose whether you want to present "your entire screen" or a certain "window" on your computer. Your advisor may also use this feature when they want to share something with you in your appointment.



Sharing and Sending Documents:

- If you would like to share a document with your advisor during your appointment that has a web link, you can simply copy and paste the link in the chat feature of Meet, located in the upper, right-hand corner of your screen.



- If your document does not have a link, you can also send it to your advisor via email either before or during your appointment.