

### **What is Virtual Advising?**

Virtual advising means conducting advising sessions using video chat technology via [Zoom](#). This style of advising gives both students and advisors the opportunity for a face-to-face conversation in light of the campus closures due to COVID19. Zoom 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 wifi and a computer with video chat capabilities and a microphone. You can use a smartphone or tablet, however, access to a computer is preferable as your advisor may want to share documents and resources that are easier to view on a computer. [Zoom](#) can be accessed via a web browser or you can download the app - no account is required but you are welcome to create one if you wish.

### **How to Make an Appointment**

Schedule an appointment via the Virtual Appointment system on the UCI Study Abroad Center Contacts page. Please note you cannot make same day appointments, and must schedule your virtual appointment 24 hours in advance. The day before your scheduled appointment, you will receive an email from a Peer Advisor with a [Zoom](#) Call invitation. Please save the email so you can use the link during your scheduled appointment time.

### **Guidelines for Virtual Advising Appointments (Please read ALL)**

1. Virtual advising appointments are conducted via [Zoom](#) and for UCI students only.
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 study abroad 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 Zoom at your scheduled appointment time (i.e. your computer unexpectedly malfunctions or your wifi won't connect), please reschedule your virtual appointment and add a note indicating that you prefer a phone call rather than a Zoom virtual advising appointment.