



TERRADOTTA

Terra Dotta Tutorial: How to make an appointment.

If you are interested in studying abroad and want to learn more, or if you are part way through your application and you are running into problems, consider making an appointment with someone in the Office of International Programs. Typical appointments are 30 minutes, and they are helpful if you want to ask extended questions.

Who should I talk to...?

Study Abroad Peer Advisor: These are current Mines students that have returned from studying abroad and work in the OIP. They have traveled through the office before and are a wealth of knowledge about paperwork and general life in another country!

Mary Cook Associate Director of Education Abroad

Kay Cook Director of Education Abroad

How to Make an Appointment:

- 1) Go to www.abroad.mines.edu
- 2) Click on the **STAFF** button along the orange bar across the top.
- 3) Click on the name of the person you would like to schedule an appointment with.
- 4) Log in using your Trailhead account.
- 5) Write the subject of your appointment request and any additional comments you would like to share.
- 6) **“Click to Request An Appointment”**
- 7) Click an open time slot.
 - a. Crossed out time slots are filled or blocked off by the staff member.
 - b. If you cannot find availability with someone, be sure to check out other members of staff or consider talking with a Peer advisor.
- 8) Terra Dotta will take you back to the appointment request page, where you can once again edit your comments and submit the request.