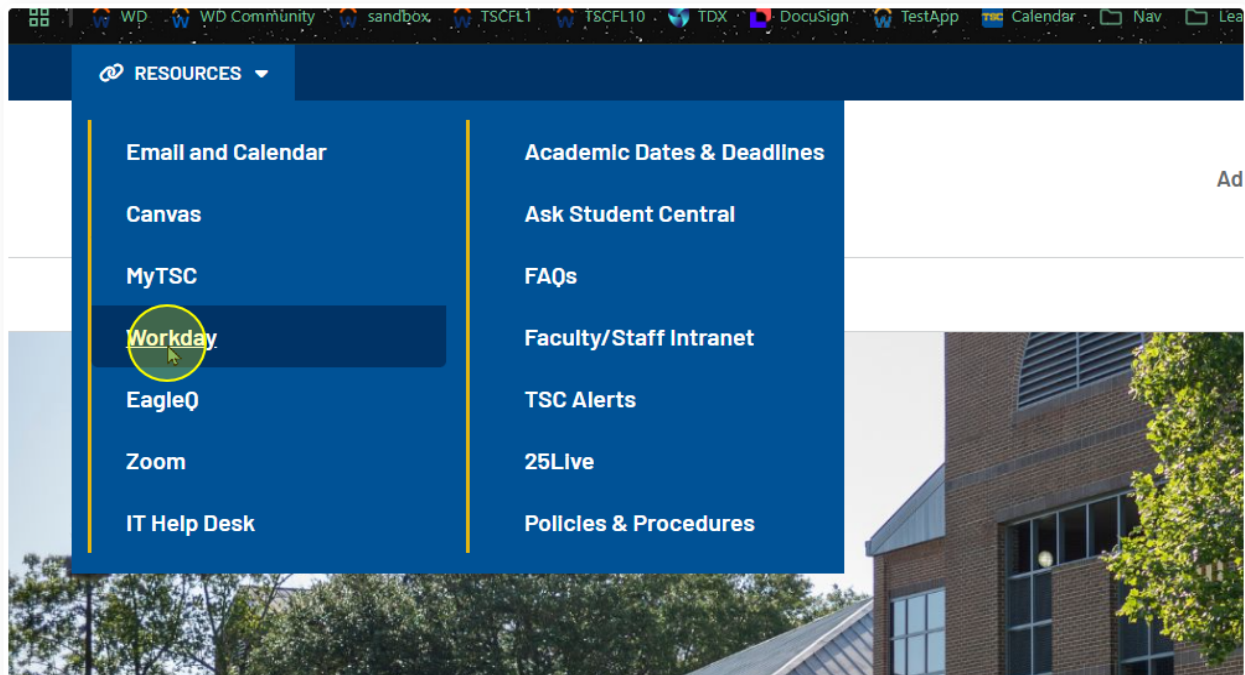


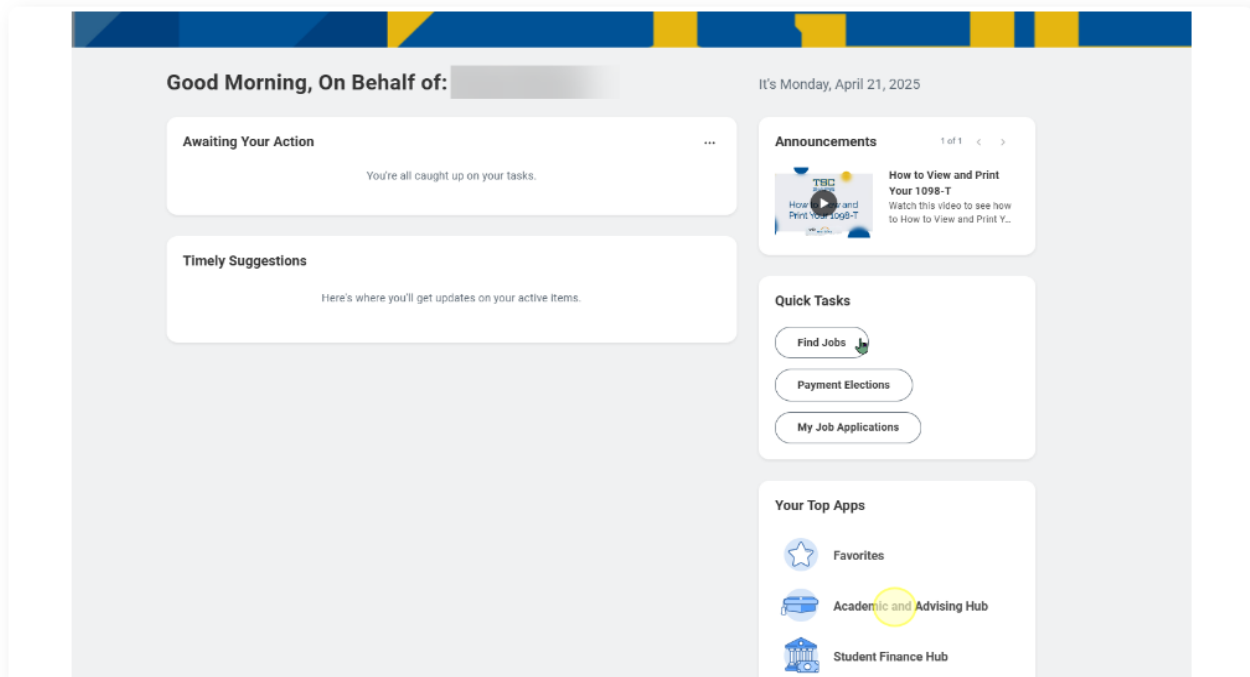
# Schedule an Appointment with the Advisor

13 steps | 3 minutes

## 1 Navigate to Workday and login



## 2 Click Academic and Advising Hub



3

Click TSC Advisor Connect

**TSC Academics & Advising Hub**

- Overview
- Academic History
- Planning and Regi...
- Suggested Links
  - TSC Advisor Connect...**
  - Advising Center ...
  - Workday Advisin...
  - TSC Find Course Sec...
  - Complete Super ...
  - Digital ID Photo ...
  - View My Grades
  - TSC College Forms

**Digital Student ID**  
Learn how to get your Digital Student ID  
[Read More](#)

**Academics Overview**

**My Holds**  
Review your active holds

**Dual Enrollment Registration Hold (Full)**  
Full Registration

[View Holds](#)

4

Click Advisor Appointment

**TSC Advisor Connection**

**Advisor**


- Advisor for Student  
View My Support Network
- Student Advising Appointments
  - Advisor Appointment**

© 2025 Workday, Inc. All rights reserved. - Confidential

System Status: Your Sandbox tenant will be unavailable for a maximum of starting on Friday, April 25, 2025 at 9:00 PM Eastern Time (New York) (GMT-4). Sandbox Refresh Exemptions must be requested the day of the scheduled Weekly Service Update. Sandbox tenants which were of the Service Update on Saturday. Sandbox tenants are refreshed from a c (New York) (GMT-4) on Friday

## 5 Click Request Appointment

### Student Appointment Requests



**My Advisor** Joanne Gambles  
**Email** joanne.gambles@tsc.fl.edu

Request Appointment

Click the **Cancel** button to cancel appointments that you are unable to attend.  
Click on the link in the **Appt.Period - Service** column to see appointment details, your meeting location or online link and comments.  
**In Person appointments**, click on the link in the **Appt.Period - Service** column for your applicable appointment date to see meeting location.  
**Online appointments**, your meeting link will be made available to you on the day of your appointment by clicking on the link in the **Appt.Period - Service** column.

**Very Important.**  
Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead re-scheduled. Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and may be required to waitlist for future appointments.


**My Appointment History** 0 items

Action	Appt. Status	Appt.Period - Service
No Data		

## 6 Click the blue hyperlink

s that you are unable to attend.  
column to see appointment details, your meeting location or  
- **Appt.Period - Service** column for your applicable appointi  
made available to you on the day of your appointment by c

, students who do not arrive within 10 minutes of their sch  
their scheduled appointment(s), and fail to cancel or notify t



**My Advisor** Joanne Gambles  
**Email** joanne.gambles@tsc.fl.edu

Select a service for a particular date/time range. 1 item

Semester Appointment Services	Appointment Dates	Appointment Times
<a href="#">Summer 2025 (Main) - DE Advising</a>	04/21/2025 through 07/18/2025	10 am through 3 pm


Close

## 7 Select a Reason

pts that you are unable to attend.  
column to see appointment details, your meeting location or  
Appt.Period - Service column for your applicable appoint  
made available to you on the day of your appointment by s

ts, students who do not arrive within 10 minutes of their son  
their scheduled appointment(s), and fail to cancel or notify

Appt. Status



**My Advisor** Joanne Gambles  
**Email** joanne.gambles@tsc.fl.edu

Availability for the next 2 weeks are shown below. (US/Eastern time zone)  
Available times will be displayed after an appointment date is selected.

**Appointment Reason \***

**Meeting Type \***


**Available Appointment Dates. \***

**Very Important.**  
Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.  
Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.

## 8 Select a meeting type, either In-Person or Zoom

ocation of  
an appoint  
ment by s

t their son  
or notify



**My Advisor** Joanne Gambles  
**Email** joanne.gambles@tsc.fl.edu

Availability for the next 2 weeks are shown below. (US/Eastern time zone)  
Available times will be displayed after an appointment date is selected.

**Appointment Reason \***

X Academic Advising

**Meeting Type \***

Search

**Available Appointment Dates. \***

**Very Important.**  
Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.  
Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.

advising sessions.  
or group Zoom advising sessions.

Appt. Date

9

## Select a Date

Availability for the next 2 weeks are shown below. (US/Eastern time zone)  
Available times will be displayed after an appointment date is selected.

**Appointment Reason \***

× Academic Advising

**Meeting Type \***

× In Person

**Available Appointment Dates. \***

Search

**Very Important.**  
Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.  
Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.

Cancel

10

## Select an Appointment Time

Availability for the next 2 weeks are shown below. (US/Eastern time zone)  
Available times will be displayed after an appointment date is selected.

**Appointment Reason \***

× Academic Advising

**Meeting Type \***

× In Person

**Available Appointment Dates. \***

× Wednesday 04/30/2025

**Available Appointment Times \***

Search

**Very Important.**  
Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.  
Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.

Cancel

OK

11

Click OK

the next 2 weeks are shown below. (US/Eastern time zone)  
: will be displayed after an appointment date is selected.

Reason \*

Academic Advising

Meeting Type \*

In Person

Appointment Dates. \*

Monday 04/30/2025

Available Appointment Times \*

Wednesday 04/30/2025 2:30 PM

int.

emand for advising appointments, students who do not arrive within 10 minutes of their scheduled  
may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or  
advising sessions.

students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advi-  
-e, are subject to denial of future appointments and will instead be referred to the advising walk-in  
or group Zoom advising sessions.

Cancel

OK

12

Click Done

MENU

TSC

Q Search

🔔 📧 👤

Student Appointment Requests

✓

The appointment has been requested.  
You will be receiving a text/email (Your TSC email account) confirming or declining this appointment.

Done

13

The screen will say "Waiting Confirmation"

The screenshot shows the TSC Student Appointment Requests page. At the top, there is a navigation bar with a 'MENU' icon, the TSC logo, and a search bar. Below the navigation bar, the page title 'Student Appointment Requests' is displayed. On the left, there is a profile picture of a woman. To the right of the profile picture, the text 'My Advisor: Joanne Gambles' and 'Email: joanne.gambles@tsc.fl.edu' is shown. Below the profile picture, there is a 'Request Appointment' button. The main content area contains several paragraphs of text, including instructions on how to cancel appointments and details about the appointment process. At the bottom, there is a table titled 'My Appointment History' with 2 items. The table has four columns: Action, Appt. Status, Appt. Period - Service, and Appt. Date. The first row shows a 'Cancel' button in the Action column, 'Waiting Confirmation' in the Appt. Status column, 'Summer 2025 (Main) - DE Advising' in the Appt. Period - Service column, and '05/01/2025 2:00 PM' in the Appt. Date column.

**Request Appointment**

Click the **Cancel** button to cancel appointments that you are unable to attend.  
 Click on the link in the **Appt. Period - Service** column to see appointment details, your meeting location or online link and comments.  
**In Person appointments**, click on the link in the **Appt. Period - Service** column for your applicable appointment date to see meeting location.  
**Online appointments**, your meeting link will be made available to you on the day of your appointment by clicking on the link in the **Appt. Period - Service** column.

**Very Important.**  
 Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.  
 Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.

**My Appointment History** 2 items

Action	Appt. Status	Appt. Period - Service	Appt. Date
<a href="#">Cancel</a>	Waiting Confirmation	Summer 2025 (Main) - DE Advising	05/01/2025 2:00 PM

## Cancel an Appointment

4 steps | 1 minute

1

Click Cancel

The screenshot shows the TSC Student Appointment Requests page. At the top, there is a navigation bar with a 'MENU' icon, the TSC logo, and a search bar. Below the navigation bar, the page title 'Student Appointment Requests' is displayed. On the left, there is a profile picture of a woman. To the right of the profile picture, the text 'My Advisor: Joanne Gambles' and 'Email: joanne.gambles@tsc.fl.edu' is shown. Below the profile picture, there is a 'Request Appointment' button. The main content area contains several paragraphs of text, including instructions on how to cancel appointments and details about the appointment process. At the bottom, there is a table titled 'My Appointment History' with 1 item. The table has four columns: Action, Appt. Status, Appt. Period - Service, and Appt. Date. The first row shows a 'Cancel' button in the Action column, 'Waiting Confirmation' in the Appt. Status column, 'Summer 2025 (Main) - DE Advising' in the Appt. Period - Service column, and '05/01/2025 2:00 PM' in the Appt. Date column. A yellow circle highlights the 'Cancel' button.

**Request Appointment**

Click the **Cancel** button to cancel appointments that you are unable to attend.  
 Click on the link in the **Appt. Period - Service** column to see appointment details, your meeting location or online link and comments.  
**In Person appointments**, click on the link in the **Appt. Period - Service** column for your applicable appointment date to see meeting location.  
**Online appointments**, your meeting link will be made available to you on the day of your appointment by clicking on the link in the **Appt. Period - Service** column.

**Very Important.**  
 Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.  
 Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleQ, or group Zoom advising sessions.

**My Appointment History** 1 item

Action	Appt. Status	Appt. Period - Service	Appt. Date
<a href="#">Cancel</a>	Waiting Confirmation	Summer 2025 (Main) - DE Advising	05/01/2025 2:00 PM

2 Type the reason for cancellation and then click OK

Academic Period Summer 2025 (Main) Service Code DE Advising

Date of Appointment to be cancelled  
04/30/2025

Reason for Cancellation \*

Need to reschedule

Cancel OK

Appt. Date
04/30/2025

3 A confirmation window will appear. Click Done.

Student Appointment Requests

✓

The appointment has been cancelled successfully.

Done

Appt. Status	Appt. Period - Service
Waiting Confirmation	Summer 2025 (Main) - DE Advising



4

The screen will say "Student Cancelled"


MENU

TSC

Search

🔔 📁 👤

Student Appointment Requests



**My Adviser** Joanne Gambles  
**Email** joanne.gambles@tsc.fl.edu

Request Appointment

Click the **Cancel** button to cancel appointments that you are unable to attend.

Click on the link in the **Appt PerIOD - Service** column to see appointment details, your meeting location or online link and comments.

**In Person appointments:** click on the link in the **Appt PerIOD - Service** column for your applicable appointment date to see meeting location.

**Online appointments:** your meeting link will be made available to you on the day of your appointment by clicking on the link in the **Appt PerIOD - Service** column.

**Very Important:**

Due to high demand for advising appointments, students who do not arrive within 10 minutes of their scheduled appointment may be declined future appointments and instead referred to the advising walk-in line, EagleID, or group Zoom advising sessions. Additionally, students who do not show up to their scheduled appointment(s), and fail to cancel or notify their advisor in advance, are subject to denial of future appointments and will instead be referred to the advising walk-in line, EagleID, or group Zoom advising sessions.

My Appointment History 1 item

Action	Appt Status	Appt PerIOD - Service	Appt Date
	Student Cancelled	Summer 2025 (Main) - 1st Advising	04/30/2025 2:30 PM