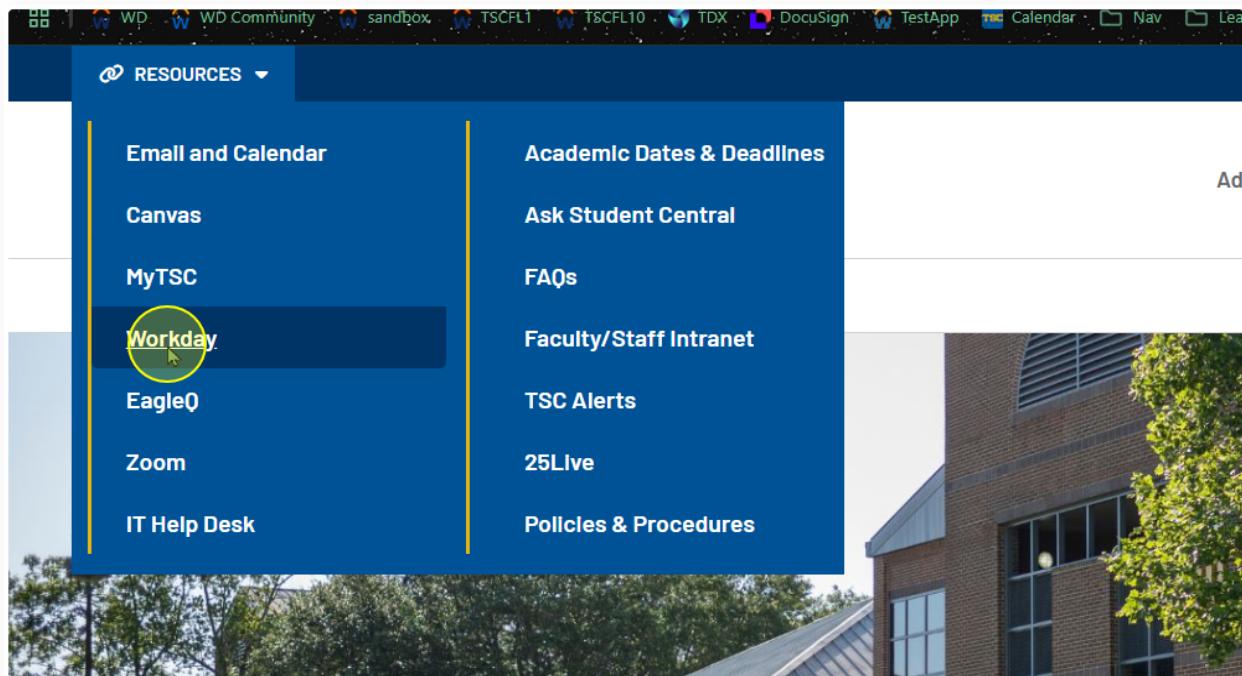


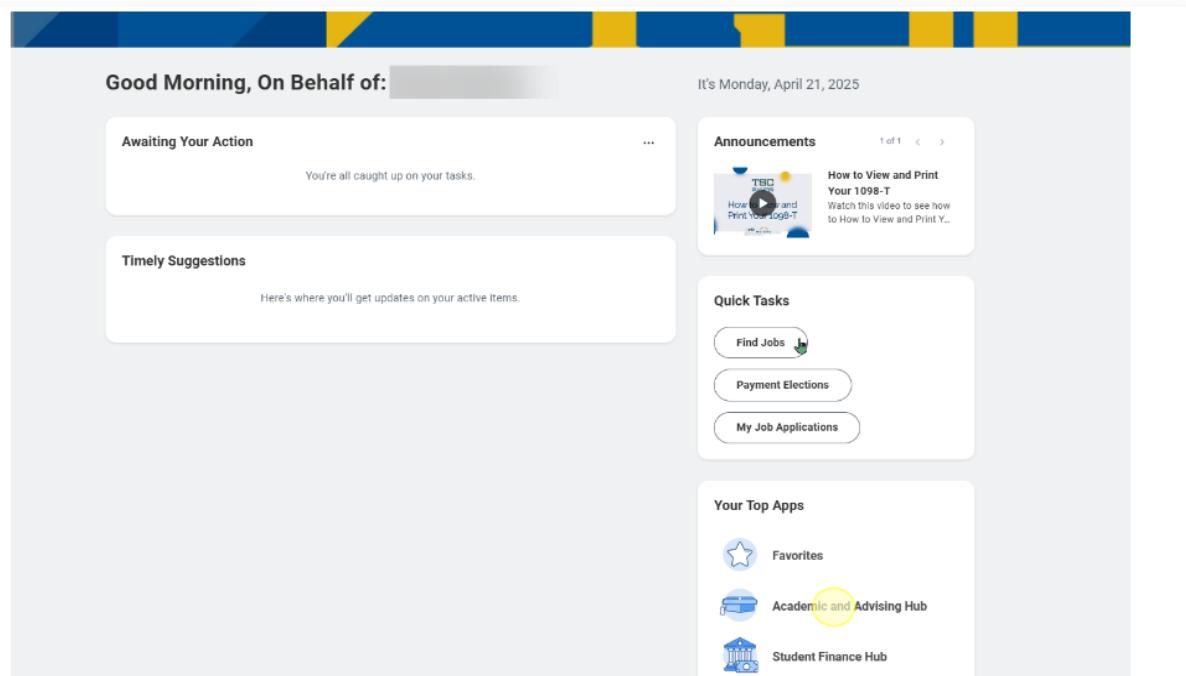
# Schedule an Appointment with the Advisor

13 steps | 3 minutes

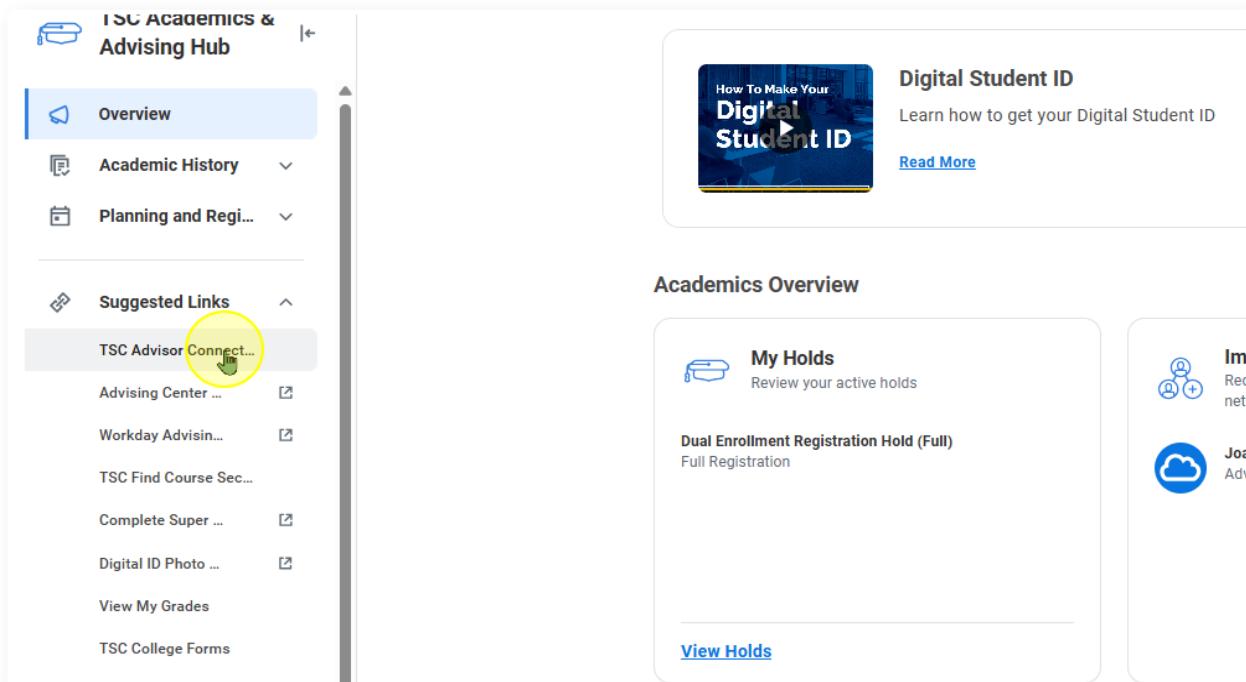
## 1 Navigate to Workday and login



## 2 Click Academic and Advising Hub

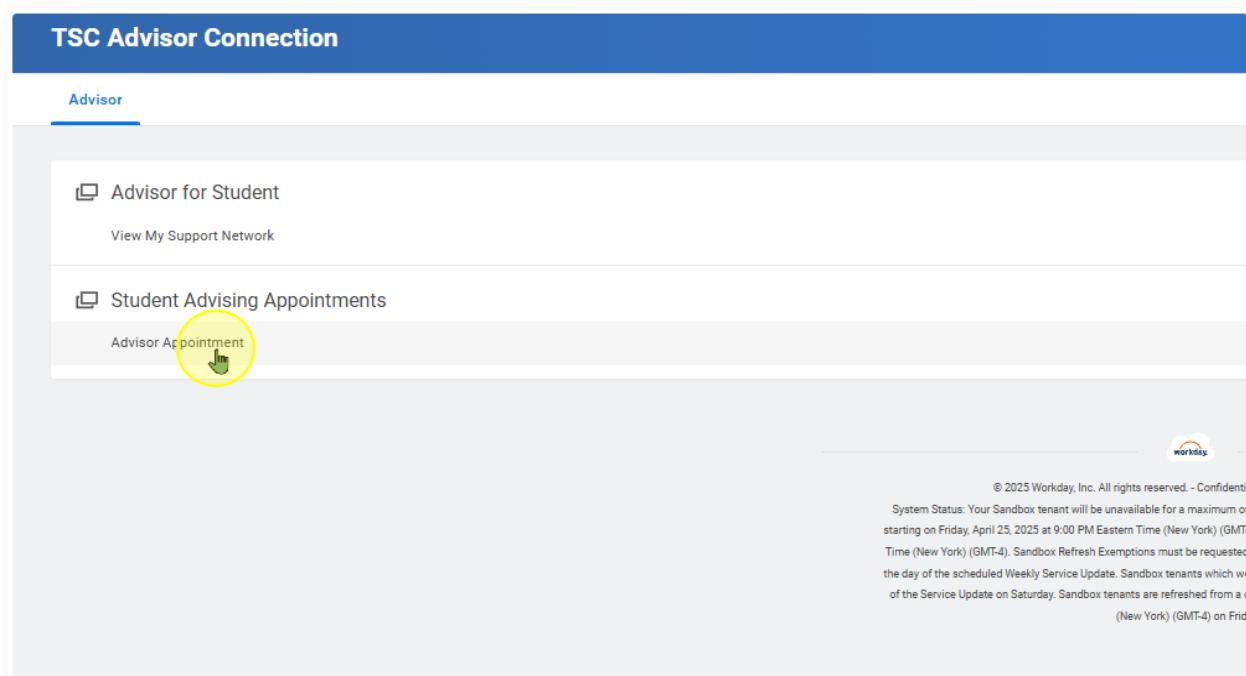


### 3 Click TSC Advisor Connect



The screenshot shows the TSC Academics & Advising Hub interface. On the left, there is a sidebar with a navigation menu. The 'Suggested Links' section is expanded, showing various links. The 'TSC Advisor Connect...' link is highlighted with a yellow circle and a hand cursor icon, indicating it is the next step to click. The main content area on the right displays the 'Digital Student ID' section, which includes a thumbnail image and a 'Read More' link. Below that is the 'Academics Overview' section, which includes a 'My Holds' link and a 'Dual Enrollment Registration Hold (Full)' section. There are also other links like 'View Holds' and 'Join Advisor'.

### 4 Click Advisor Appointment



The screenshot shows the TSC Advisor Connection page. The 'Advisor' tab is selected. The main content area displays the 'Student Advising Appointments' section, which includes a 'View My Support Network' link and the 'Advisor Appointment' link. The 'Advisor Appointment' link is highlighted with a yellow circle and a hand cursor icon, indicating it is the next step to click. At the bottom of the page, there is a footer with the Workday logo and some system status information.

## 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 receive a cancellation. 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 possible disciplinary action.

My Appointment History 0 items

Action	Appt. Status	Appt.Period - Service
		No Data

## 6 Click the blue hyperlink



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

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.  
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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 receive a cancellation. 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 possible disciplinary action.

My Appointment History 0 items

Action	Appt. Status	Appt.Period - Service
		No Data

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



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



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.

## 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 \*      Meeting Type \*

Academic Advising       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 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

## 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 \*      Meeting Type \*

Academic Advising       In Person

Available Appointment Dates. \*      Available Appointment Times. \*

Wednesday 04/30/2025

**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

## 11 Click OK

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

Reason \* Meeting Type \*

nic Advising

Meeting Type \*

Appointment Dates. \* Available Appointment Times \*

Today 04/30/2025

Wednesday 04/30/2025 2:30 PM

**Important:**  
Demand 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 advisor, are subject to denial of future appointments and will instead be referred to the advising walk-in or group Zoom advising sessions.

## 12 Click Done

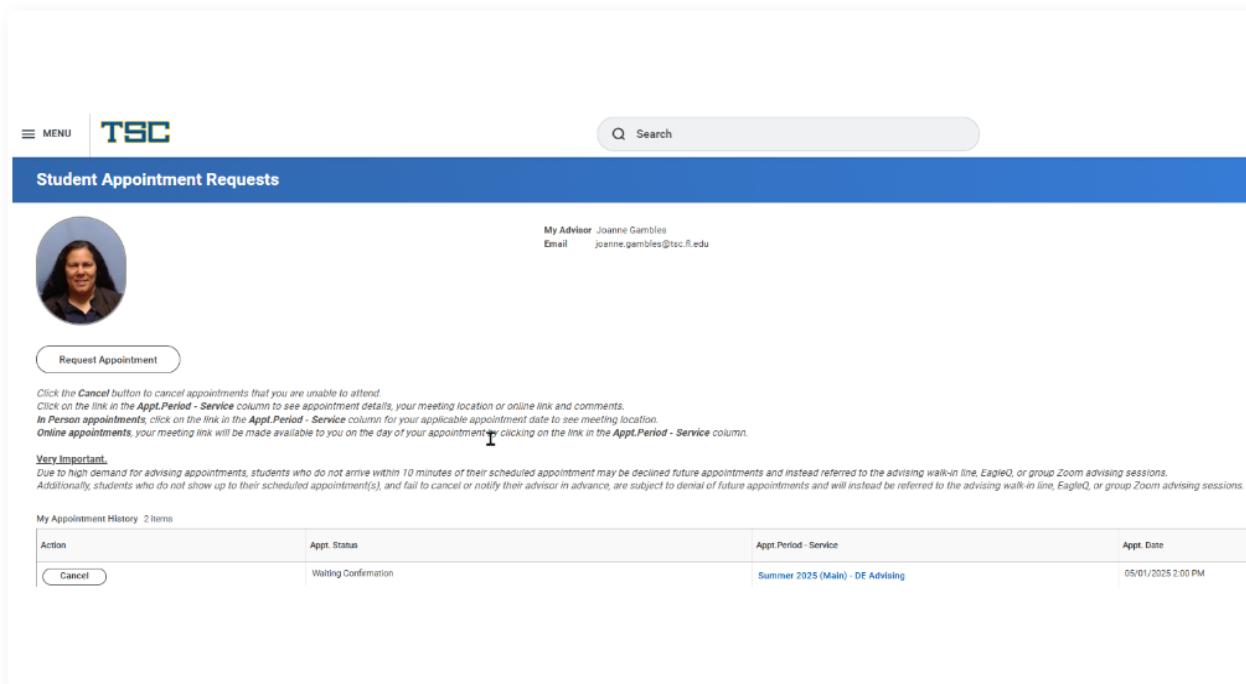
≡ MENU **TSC** Search

Student Appointment Requests

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

13

The screen will say "Waiting Confirmation"



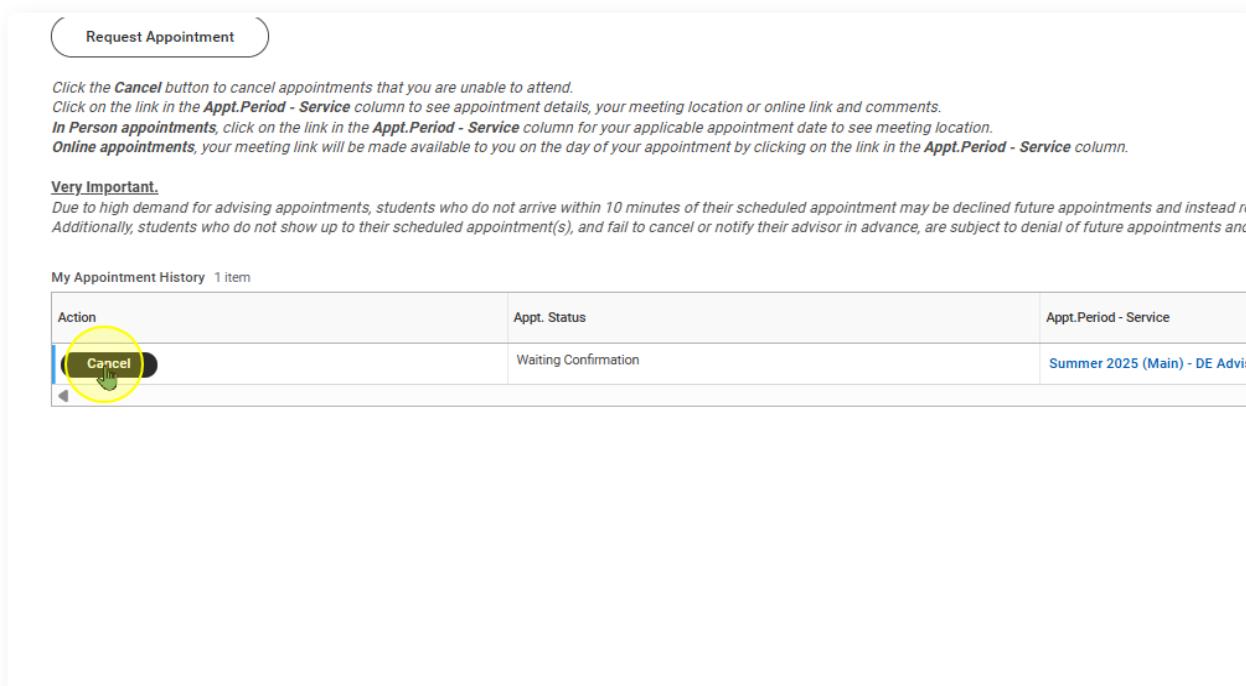
The screenshot shows the TSC Student Appointment Requests interface. At the top, there is a menu icon, the TSC logo, and a search bar. Below the header, it says "Student Appointment Requests". A profile picture of a woman is displayed, along with the text "My Advisor Joanne Gambles" and "Email joanne.gambles@tsc.fl.edu". A "Request Appointment" button is visible. Below this, there is a note about canceling appointments and a "Very Important" section with a note about high demand for advising appointments. A table titled "My Appointment History" shows two items. The first item has an "Action" column with a "Cancel" button, an "Appt. Status" column showing "Waiting Confirmation", an "Appt. Period - Service" column showing "Summer 2025 (Main) - DE Advising", and an "Appt. Date" column showing "05/01/2025 2:00 PM".

## Cancel an Appointment

4 steps | 1 minute

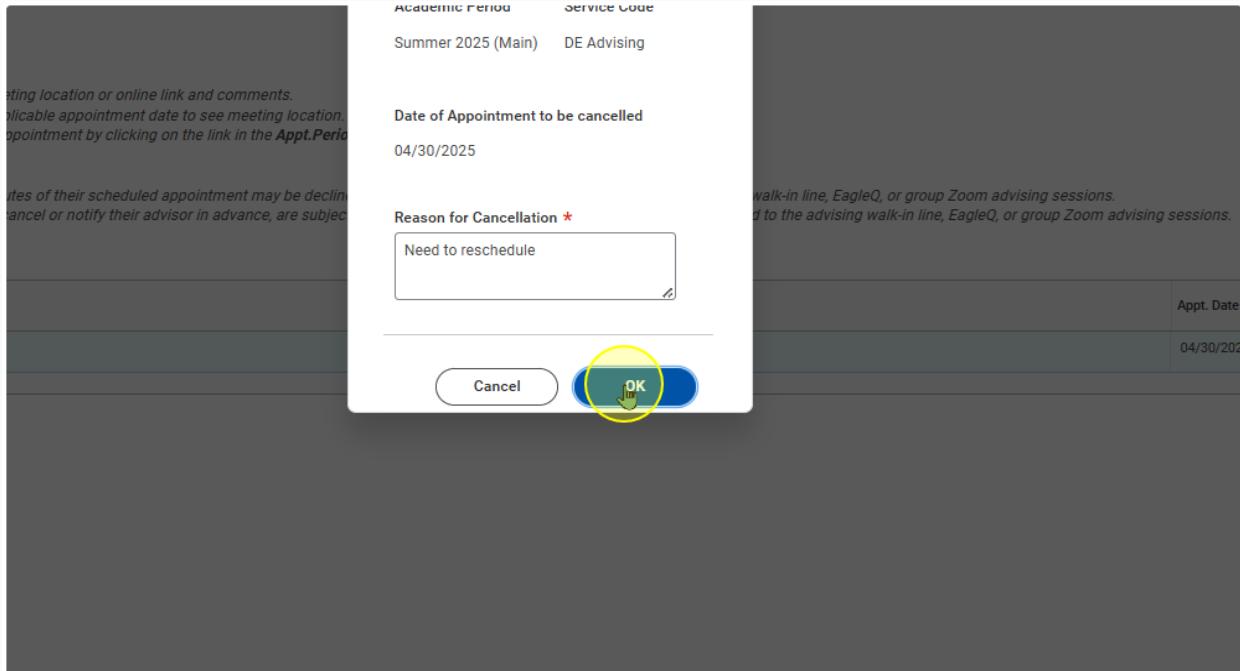
1

Click Cancel

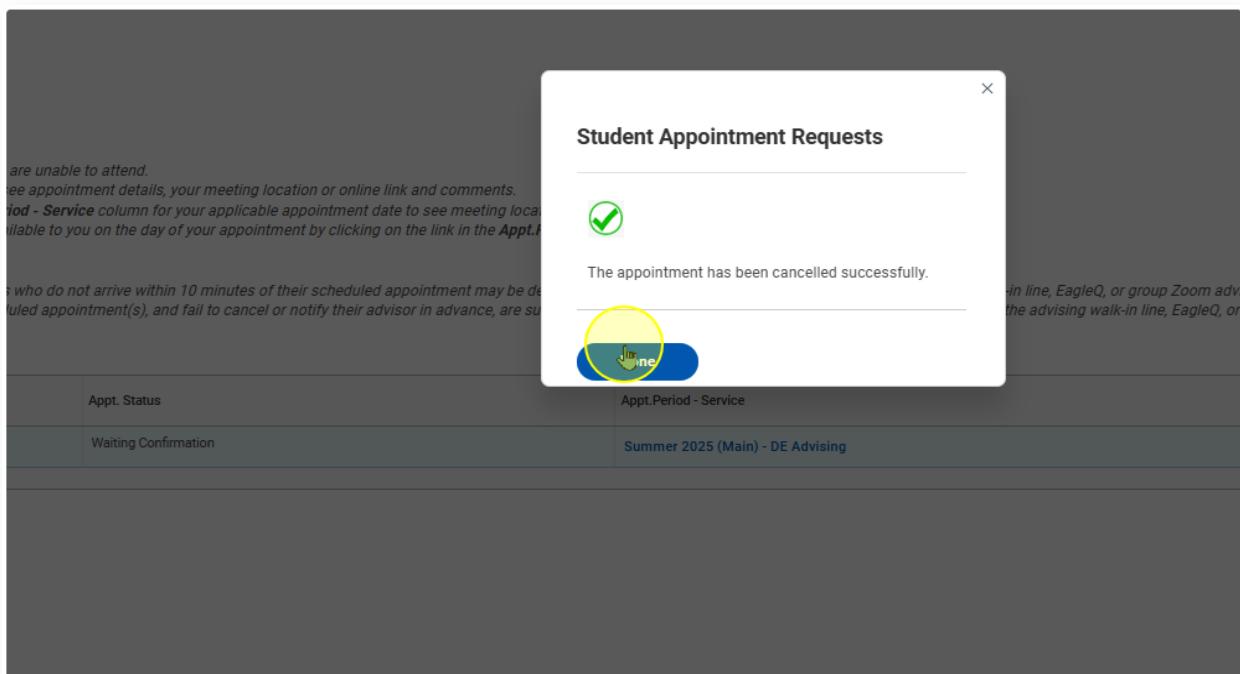


The screenshot shows the TSC Student Appointment Requests interface. At the top, there is a "Request Appointment" button. Below this, there is a note about canceling appointments and a "Very Important" section with a note about high demand for advising appointments. A table titled "My Appointment History" shows one item. The "Action" column for this item has a button labeled "Cancel", which is highlighted with a yellow circle. The "Appt. Status" column shows "Waiting Confirmation", the "Appt. Period - Service" column shows "Summer 2025 (Main) - DE Advising", and the "Appt. Date" column shows "05/01/2025 2:00 PM".

2 Type the reason for cancellation and then click OK

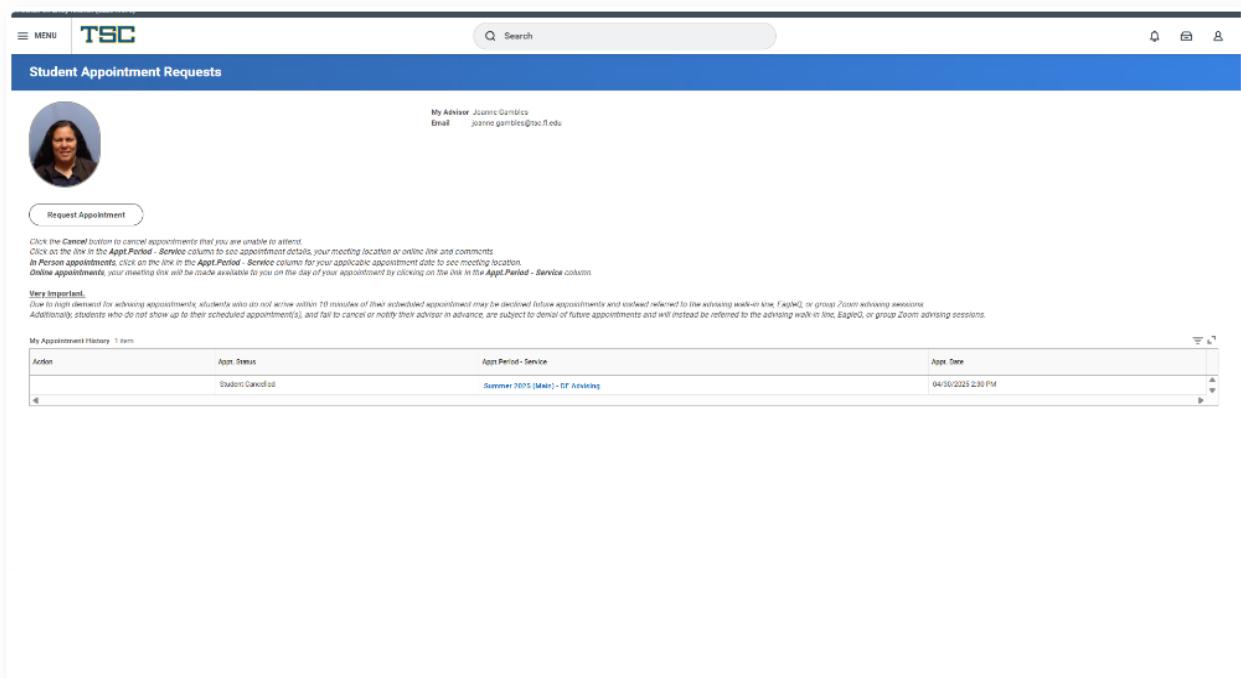


3 A confirmation window will appear. Click Done.



4

The screen will say "Student Cancelled"



The screenshot shows the TSC Student Appointment Requests interface. At the top, there is a navigation bar with 'MENU' and the 'TSC' logo. A search bar is located on the right side of the header. Below the header, a blue bar displays 'Student Appointment Requests'. A circular profile picture of a woman is shown, with the text 'My Advisor Joanne Gambles' and 'Email joanne.gambles@tscfl.edu' next to it. A 'Request Appointment' button is visible. Below this, there is a note about canceling appointments and a table titled 'My Appointment History' showing one item: 'Action: Student Cancelled', 'App. Status: Summer 2025 (Main) - DF Advising', and 'App. Date: 04/10/2025 2:30 PM'.

Action	App. Status	App. Period - Service	App. Date
Student Cancelled		Summer 2025 (Main) - DF Advising	04/10/2025 2:30 PM