

# workday STEPS TO REQUEST APPOINTMENTS

- Click on TCC Advisor Connection

The screenshot shows the 'TCC Academics & Advising Hub' navigation menu. The menu items are: Overview, Academic History, Planning and Registrat..., Suggested Links, TCC Advisor Connection, and Advising Center Webp... A blue arrow points to the 'TCC Advisor Connection' item.

**TCC Academics & Advising Hub**

- Overview
- Academic History
- Planning and Registrat...
- Suggested Links
  - TCC Advisor Connection
  - Advising Center Webp...

Academics Overview

My Holds  
Review your act

- Click on Advisor Appointment (click View My Support Network if you just want to know who your advisor is)

The screenshot shows the 'TCC Advisor Connection' page. The page has a blue header with a back arrow and the text 'TCC Advisor Connection'. Below the header, there is a section titled 'Advisor' with two main items: 'Advisor for Student' (with a sub-link 'View My Support Network') and 'Student Advising Appointments' (with a sub-link 'Advisor Appointment'). A blue arrow points to the 'Advisor Appointment' link.

**TCC Advisor Connection**

Advisor

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

- Click Request Appointment. YOUR ASSIGNED ADVISOR contact information is also provided.

## Student Appointment Requests



**My Advisor** Wayne Cowley  
**Email** wayne.cowley@tcc.fl.edu

Request Appointment

## Select Appointment Service

Select a service for a particular date/time range. 2 items

Semester Appointment Services	Appointment Dates	Appointment Times
Fall 2022 (Main) - AA POS students	07/25/2022 through 08/05/2022	9 am through 11 am
Fall 2022 (Main) - AA POS students	07/29/2022 through 09/30/2022	9 am through 5 pm

- Fill in Appointment Requests form

**Student Appointment Requests**

**My Advisor** Wayne Cowley  
**Email** wayne.cowley@tcc.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. \***

OK Cancel

- Choose Appointment Reason, Meeting Type, Available Appointment Dates

➤ Available Appointment Time will pop up to choose from

### Student Appointment Requests



**My Advisor** Wayne Cowley  
**Email** wayne.cowley@tcc.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. \***   
x Tuesday 08/09/2022

**Available Appointment Times \***

**OK** **Cancel**

Fall 2022 (Main) - AA POS students

➤ Review Confirmation



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

**Done**

➤ **To Cancel an Appointment**  
**Review My Appointment History - You can cancel appointment request.**

**Student Appointment Requests**



**My Advisor** Wayne Cowley  
**Email** wayne.cowley@tcc.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.

My Appointment History 184 items

Action	Appt. Status	Appt.Period - Service	Appt. Date
<a href="#">Cancel</a>	Student Cancelled	<a href="#">Fall 2022 (Main) - AA POS students</a>	08/31/2022 3:30 PM
<a href="#">Cancel</a>	Waiting Confirmation	<a href="#">Fall 2022 (Main) - AA POS students</a>	08/31/2022 3:00 PM
<a href="#">Cancel</a>	Confirmed	<a href="#">Fall 2022 (Main) - AA POS students</a>	08/31/2022 2:30 PM

➤ **Click Cancel fill out box**

**Cancel Advisor Appointment**

Academic Period: Fall 2022 (Main)    Service Code: AA POS students

Date of Appointment to be cancelled: 08/31/2022

Reason for Cancellation \*

OK    Cancel

**Student Appointment Requests**

✓

The appointment has been cancelled successfully.

Done