

After logging into Workday, follow the steps below to carry out the process.

From your dashboard, click on “Academic and Advising Hub.”

Click on TSC Advisor Connection

The screenshot shows the navigation menu for the TSC Academic and Advising Hub. The menu items are as follows:


- TSC Academics & Advising Hub (with a graduation cap icon and a left-pointing arrow)
- Overview (highlighted with a blue bar and a megaphone icon)
- Academic History (with a document icon and a downward arrow)
- Planning and Regi... (with a calendar icon and a downward arrow)
- Suggested Links (with a link icon and an upward arrow)
- TSC Advisor Connect... (with a blue arrow pointing to it from the right)
- Advising Center ... (with an external link icon)
- Workday Advising... (with an external link icon)
- TSC Find Course Sect...
- Complete Super ... (with an external link icon)
- Digital ID Photo U... (with an external link icon)

Part of the main content area is visible on the right, showing the word "Acad" and a blue graduation cap icon.


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

TSC 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 Tamares Cockfield
Email tamares.cockfield@tsc.fl.edu

Request Appointment



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

Semester Appointment Services	Appointment Dates	Appointment Times
Spring 2025 (Main) - AA POS students	01/13/2025 through 04/25/2025	8 am through 4 pm



Fill in the Appointment Requests form Choose Appointment Reason, Meeting Type, Available Appointment Dates

Student Appointment Requests



My Advisor Tamares Cockfield
Email tamares.cockfield@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. *

Available Appointment Time will pop up to choose from once you select an appointment date



My Advisor Tamares Cockfield
Email tamares.cockfield@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 *

× Academic Advising ⋮

Meeting Type *

× In Person ⋮

Available Appointment Dates. *

× Tuesday 03/04/2025 ⋮

Available Appointment Times *

⋮

Review Confirmation

Student Appointment Requests



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

To Cancel an Appointment

My Appointment History - You can cancel appointment request.

My Appointment History 4 items

Action	Appt. Status	Appt.Period - Service	Appt. Date
<input type="button" value="Cancel"/>	Waiting Confirmation	Spring 2025 (Main) - AA POS students	02/28/2025 10:30 AM

Click Cancel fill out box, click OK & Done



Cancel Advisor Appointment

Academic Period

Service Code

Spring 2025 (Main)

AA POS students

Date of Appointment to be cancelled

02/28/2025

Reason for Cancellation *

Cancel

OK



Student Appointment Requests



The appointment has been cancelled successfully.

Done