



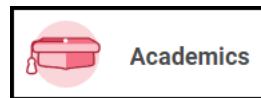
# Student Advising Appointment - Drahmman Center

## Overview

This quick reference guide will cover how to request a student advising appointment with the Drahmman Center.

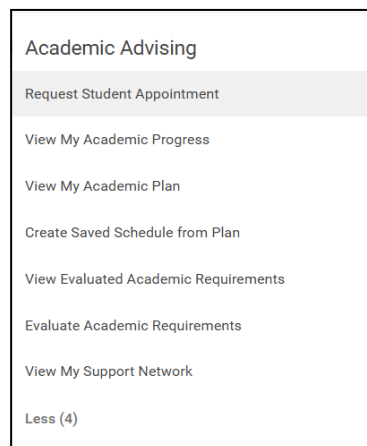
## Process

After logging into Workday, click the **Academics** application. You can find it under the Main Menu bar or under **Your Top Apps**.



2. The **Academics** dashboard provides links and information about your academic record.

3. In the **Academic Advising** box, click **Request Student Appointment**.



4. The window below will pop up and you must enter the required fields to search for availability. **Note:** Fill out the fields in order from top to bottom. For example, you need to enter a category before you enter primary reason.

### Request Student Appointment

#### Search for Appointment Availability

Student

\* Bucky Bronco (07700000000) ...

Category

\*

Primary Reason

\*

Additional Reasons

Start Date

\* 03/27/2025

End Date

\* 04/25/2025

Start Time

08:00 AM

End Time

06:00 PM

Appointment Format

Staff

Search

Submit

Cancel



# Student Advising Appointment - Drahmann Center

## Required Fields

- **Category:** You must select “Drahmann Center Advising Category - Undergraduate (Santa Clara University)”
- **Primary Reason:** Select the reason you are requesting an academic advising appointment.

## Non-required Fields

- **Start and End time:** Enter the date range that you are looking to request an appointment.
- **Appointment Format:** You can select either In-Person or Virtual appointment. **Note:** Phone option will not yield any results because we do not have phone appointments.
- **Staff:** You may select any Drahmann Center advisor.

**NOTE:** The less you input for non-required fields and widen the date and time range, the more your search will yield availability to choose from.

5. Once you have entered fields click Search.

### Request Student Appointment

#### Search for Appointment Availability

Student	* Bucky Bronco (07700000000)
Category	* <div>Drahmann Center Advising × Category - Undergraduate (Santa Clara University)</div>
Primary Reason	* <div>General Advising (Santa Clara University/Undergraduate)</div>
Additional Reasons	
Start Date	* 03/27/2025
End Date	* 04/25/2025
Start Time	08:00 AM
End Time	06:00 PM
Appointment Format	
Staff	
<div>Search</div>	



# Student Advising Appointment - Drahmann Center


6. After you click search, you will get some results from which you can select an advisor. Once you select an advisor, you can select the remaining fields.

Staff Available 3 items	
<input type="checkbox"/>	*Staff
<input type="checkbox"/>	Diana Morlang
<input type="checkbox"/>	Juan Peralta
<input type="checkbox"/>	Wendy Donohoe

**Fields:** Appointment Date, Appointment Time, Appointment Format, and Location

**Note:** Appointment Format might auto populate if there is only one option and Location will auto populate according to the format of the appointment. For in-person appointments, they will take place at the Drahmann Center in Kenna Hall 101 and for virtual appointments, you will see a Zoom link for your chosen advisor.

7. Finally enter a comment to let your advisor know what you are specifically looking to speak to them about and click the submit button.

enter your comment	
	<input type="text" value="I need help with my academic four year plan."/>
<div>Submit Cancel</div>	

**After the appointment request is submitted:** You need to wait for an approval confirmation. Once the appointment is approved by your chosen advisor, you will receive an automated email and a Workday notification.