## Overview

Students can easily see who is in their support network and request an appointment in Workday Student.

## Academics Hub

From your Workday Home page, visit the **Academics Hub** to view information on your academic record, course progress, your support network, advising appointments, and registration.

## View Support Network

1. From your Workday Homepage, navigate to the **Academics Hub**.
   a. As an alternative, type **View My Support Network in the Search Bar** and select the report.
2. Scroll to the Important Contacts section to view your support network.

## Make an Appointment with an Advisor

1. From the **Academics Hub** find the **Important Contacts** section in the middle of the screen to view your support network.
2. Under the Important Contacts section, select **Request Appointment.**
3. Select an option for a Category and Primary Reason for your request.
4. Select a start and end date window for your request.
5. If applicable, select an option for Additional Reasons, Start and End Time, Appointment Format, and Staff.
6. Select **Search** and then select an staff member for an appointment and then **Submit.**

## View Scheduled Appointments with an Advisor

1. From the **Academics Hub** select the **My Student Appointments** option from the menu on the left.
2. From here you can see your upcoming appointments, past appointments, and canceled appointments.
3. Note that appointments can be requested from this tab by selecting **Request Appointment**.

## Cancel a Scheduled Appointment with an Advisor

1. From the Academics **Hub** select the **My Student Appointments** option from the menu on the left.

   a. As an alternative, type **Cancel My Student Appointment** in the search bar and select the task.

2. Select the **Cancel** option next to the appointment(s) you want to cancel. Select **Submit**.