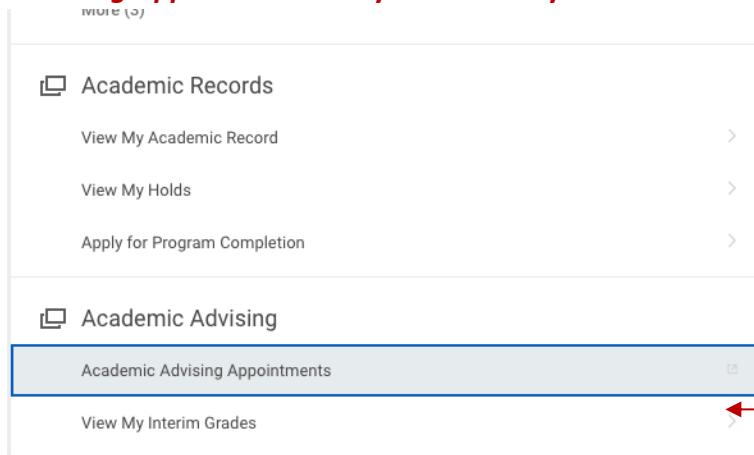


# Scheduling an Academic Advising Appointment - Academic Services

In Workday choose the *Academics* portal.

Click on *Academic Advising Appointments* on your Workday account.



Click on *Make Appointment* under the Bentley logo.



Complete the following fields and click *next*.

## Schedule Appointment

A screenshot of the "Schedule Appointment" form. The form contains three dropdown menus. The first dropdown is labeled "What type of appointment would you like to schedule?" and has "Advising" selected. The second dropdown is labeled "Does the appointment concern an undergraduate, graduate or advanced standing in finance program?" and has "Undergraduate" selected. The third dropdown is labeled "Choose from the following options and click Next." and has "-- please choose one --" selected. Below the form are two buttons: "Back" and "Next". A red arrow points from the text above to the "Next" button.

Click on a blue box that is a convenient day and time block. Choose *the Undergraduate Academic Services* as the location and your preferred advisor before selecting a specific time. Click *next* to schedule the appointment.

## Schedule Appointment

Times From September 16 To September 20

Wed, Sep 16	Thu, Sep 17	Fri, Sep 18	Sat, Sep 19	Sun, Sep 20
Morning N/A	Morning N/A	Morning 5 Available	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon 1 Available	Afternoon N/A	Afternoon N/A

\* All times listed are in Eastern Time (US & Canada). refreshed at 8:42am ET.

◀ Back Next

Click *Confirm Appointment* to finalize your appointment time.

## Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

**Who:** Gabriella Donovan with Karina Ovalles

**When:** Friday, September 18  
10:00am - 10:30am ET

**Why:** Course Registration/ Course Withdrawal

**Where:** Undergraduate Academic Services

### Additional Details

Currently, all academic advising appointments are being held remotely. My zoom link is listed for your convenience. If you are unable to meet via zoom, or if you require accommodations to meet remotely, please contact me at [kovalles@bentley.edu](mailto:kovalles@bentley.edu) or call our office at 781-891-2803 to make necessary and appropriate arrangements.

<https://bentley.zoom.us/j/749192983>

Is there anything specific you would like to discuss with Karina ?

Comments for your staff...

Send Me an Email

Send Me a Text

Please provide your mobile number

Phone Number

◀ Back

Confirm Appointment