

# Pre-Health Advising Appointments with Dr. McNelis using Workday - Quick Guide

1. Sign into your account (Bucky is the example account).
2. Enter Request Student Appointment

## Request Student Appointment

### Search for Appointment Availability

Student \* Bucky Bronco

Category \*

Primary Reason \*

Additional Reasons

Start Date \* 01/11/2025

End Date \* 02/09/2025

Start Time 08:00 AM

End Time 06:00 PM

Appointment Format

Staff

Search

Submit

Cancel

3. Select Category – through Recommended Categories  
The only option is the Drahmman Center....

## Request Student Appointment

### Search for Appointment Availability

Student \* Bucky Bronco

Category \*

Primary Reason \*

Additional Reasons

Start Date \* 01/11/2025

End Date \* 02/09/2025

4. Select Primary Reason, Pre-Health is an option and you must select that to see me when you Search

Category \*

Primary Reason \*

Additional Reasons

Start Date \* 02/20/2025

End Date \* 02/20/2025

Start Time 08:00 AM

End Time 06:00 PM

Appointment Format

Staff

Search

5. Set the Start Date and End Date to find appointments in that date range. Use Search to find available advisors (me).

**Do not change the Start Time or End Time. Do Not Enter Info in Appointment Format or Staff fields**

## Request Student Appointment

### Search for Appointment Availability

Student \* Bucky Bronco

Category \*

Primary Reason \*

Additional Reasons

Start Date \*

End Date \*

Start Time

End Time

Appointment Format

Staff

Search

Staff Available 0 items

<input type="checkbox"/>	*Staff	*Appointment Date

6. Select **me** from list of advisors to meet with:

Category \*

Primary Reason \*

Additional Reasons

Start Date \*

End Date \*

Start Time

End Time

Appointment Format

Staff

Search

Staff Available 1 item

<input type="checkbox"/>	*Staff	*Appointment Date
<input checked="" type="checkbox"/>	Brian McNelis	

7. After you select me, the Appointment Date and Time fields will appear. Select a date and time for our meeting; only times that I am available will be visible when you click on the drop-down boxes for those fields. **Do not touch** the Appointment Format or Location Detail fields:

Category \*

Primary Reason \*

Additional Reasons

Start Date \*

End Date \*

Start Time

End Time

Appointment Format

Staff

Staff Available 1 item | 1 selected

<input type="checkbox"/>	*Staff	*Appointment Date	*Appointment Time	*Appointment Format	*Location Details
<input checked="" type="checkbox"/>	Brian McNelis				

8. Submit the appointment request after you have selected day and time. All meetings will be virtual.

Staff Available 3 items | 1 selected, max allowed: 1

<input type="checkbox"/>	*Staff	*Appointment Date	*Appointment Time	*Appointment Format	*Location Details
<input type="checkbox"/>	Ayah Refai-Ahmed				
<input checked="" type="checkbox"/>	Brian McNelis	<input type="text" value="Wednesday, January 15, 2025"/>	<input type="text" value="11:30 AM to 12:00 PM PST"/>	<input type="text" value="Virtual"/>	<a href="https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdwQkUjNERRQXIIQT09">https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdwQkUjNERRQXIIQT09</a>
<input type="checkbox"/>	Juan Peralta				

9. Want to review your student appointment? Enter [View My Student Appointments](#). Look in unconfirmed appointments, that is where it will show up until I approve it ([if you could select a time to meet, I will approve the appointment!](#) I usually do this the evening before our appointments so I can approve all appointments for the next day)

**View My Student Appointments**

Request Appointment

Upcoming Appointments **Unconfirmed Appointments** Past Appointments Canceled Appointments

2 items

Event	Date	Time	Appointment Format	Location Details	Virtual Link	Staff	Category	Primary Reason	Additional Reasons	Actions
...	01/15/2025	11:00 AM - 11:30 AM	Time - Click to sort/filter	<a href="https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9">https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9</a>	<a href="https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9">https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9</a>	Brian McNelis	Drahmann Center Advising Category - Undergraduate	General Advising		

Once confirmed, the appointment will show up under Upcoming Appointments and the Virtual Link is given in this table. If you need to cancel the appointment, you can use the Cancel button to the right (see below) and it is my hope that we can set it up so that you can Cancel Upcoming and Unconfirmed Appointments. If you need to Cancel, email me if you can not cancel the appointment in Workday.

**View My Student Appointments**

Request Appointment

**Upcoming Appointments** Unconfirmed Appointments Past Appointments Canceled Appointments

1 item

Event	Date	Time	Appointment Format	Location Details	Virtual Link	Staff	Category	Primary Reason	Additional Reasons	Actions
...	01/15/2025	1:00 PM - 1:30 PM	Virtual	<a href="https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9">https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9</a>	<a href="https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9">https://scu.zoom.us/j/94790527903?pwd=MDR5bFNSTjdDSVdWQkUrNERRQXlIQTO9</a>	Brian McNelis	Drahmann Center Advising Category - Undergraduate	General Advising		Cancel

## 10. You will receive email notifications from SCU WD... that your appointment request has been submitted and then approved:

Your Request for an Advising Appointment has been Submitted.  Inbox x



**SCU WD\_NotifTest** <wd\_notif\_test@scu.edu> (sent by blfrank@scu.edu)  
to Juan, me, Garrison, Aleksandra ▾

Dear Bucky ,

Your request for an advising appointment with Brian McNelis has been submitted. Please see details below. Once your advisor has reviewed the request, you will received a notification regarding the status.

For your appointment information go to [View My Student Appointments](#). If you have any questions, please contact the appropriate department.

Drahmann Center: [drahmanncenter@scu.edu](mailto:drahmanncenter@scu.edu) or (408) 554-4318

Business Process: Request Santa Clara University Appointment 01/24/2025, 11:00:00 AM: Bucky Bronco  
Subject: General Advising Appointment: Bucky Bronco

[I am confirming my appointment.](#)

[Thank you for your help!](#)

[I am no longer interested.](#)

 Reply

 Reply all

 Forward

Your Request for an Advising Appointment has been Approved  Inbox x



**SCU WD\_NotifTest** <wd\_notif\_test@scu.edu> (sent by blfrank@scu.edu)  
to Juan, me, Garrison, Aleksandra ▾

Dear Bucky ,

Your request for an advising appointment with Brian McNelis has been Approved . Please see below for details.

For your appointment information go to [View My Student Appointments](#). If you have any questions, please contact the appropriate department.

Drahmann Center: [drahmanncenter@scu.edu](mailto:drahmanncenter@scu.edu) or (408) 554-4318


Business Process: Request Santa Clara University Appointment 01/22/2025, 2:00:00 PM: Bucky Bronco  
Subject: General Advising Appointment: Bucky Bronco

 Reply

 Reply all

 Forward

11. If the appointment is for some reason cancelled, you will receive an email notification from SCU WD...

Your Advising Appointment has been Canceled.  Inbox x



**SCU WD\_NotifTest** <wd\_notif\_test@scu.edu> (sent by blfrank@scu.edu)

to Juan, me, Garrison, Aleksandra ▾

The advising appointment for Bucky Bronco and Brian McNelis has been canceled. Please see below for additional information.

<<Comments>>

For your appointment information go to View My Student Appointments. If you have any questions, please contact the appropriate department.

Drahmann Center: [drahmanncenter@scu.edu](mailto:drahmanncenter@scu.edu) or (408) 554-4318

Business Process: Cancel Santa Clara University Appointment 01/22/2025, 2:00:00 PM: Bucky Bronco

Subject: General Advising Appointment: Bucky Bronco - Canceled

[Thank you for letting me know.](#)

[Thank you for informing me.](#)

[Bummer!](#)

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[↩ Reply](#)

[↩ Reply all](#)

[↪ Forward](#)