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# Student Quick Guide

## Class Information

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#### Classes This Term

Actions ▾					
<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	ANTH-3720-01 Medical Anthropology	<a href="#">Lisa Handwerker</a>			
<input type="checkbox"/>	HSC-3550-02 Healthcare Law and Ethics	<a href="#">Matthew Moore</a>	TR 12:00p-1:50p Science Building-5149		
<input type="checkbox"/>	HSC-4010-01 Rsch & Prog Eval in Health Sci	<a href="#">Peter Nygaard</a>	TR 10:00a-11:50a Arts & Education-0378		
<input type="checkbox"/>	HSC-4600-02 Health Systems Management	<a href="#">Eileen Coughlin</a>			

When you log on to the Bay Advisor, your home page will always display your courses for the current term. The courses include your instructor's name, the days and times of the course, and where the class is held. If the days/times section is blank, the course is online.

## Reports

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#### Notes About Student

<input type="checkbox"/>	DATE	CREATED BY	NOTE	NOTE REASONS	COMPLETE?	ATTACHMENTS	ACTIONS
<input type="checkbox"/>	05/01/2017	<a href="#">Jillian Cardoza</a>	Completed Degree Audit Report (DAR), sent for imaging, an...		--		<a href="#">View Note</a>   05/01/2017

Any important advising notes shared by either your faculty or staff advisor can be viewed here. The notes will be listed in chronological order and will always include who created the note for your information.

# Messaging

## Student Home

Class Information Reports Calendar **Send a Message**

Actions ▾		
<input type="checkbox"/>	NAME	RELATIONSHIP
<input type="checkbox"/>	Jason Smith	Advisor
<input type="checkbox"/>	Matthew Moore	Professor (Healthcare Law and Ethics)
<input type="checkbox"/>	Peter Nygaard	Professor (Rsch & Prog Eval in Health Sci)
<input type="checkbox"/>	Eileen Coughlin	Professor (Health Systems Management)
<input type="checkbox"/>	Lisa Handwerker	Professor (Medical Anthropology)

The Bay Advisor allows you to easily send email messages to your assigned instructor and academic advisor (if assigned).

To message an instructor or advisor:

## Student Home

Class Information Reports Calendar **Send a Message**

Actions ▾		
<b>Send Message</b>	NAME	RELATIONSHIP
<input checked="" type="checkbox"/>	Jason Smith	Advisor
<input type="checkbox"/>	Matthew Moore	Professor (Healthcare Law and Ethics)
<input type="checkbox"/>	Peter Nygaard	Professor (Rsch & Prog Eval in Health Sci)
<input type="checkbox"/>	Eileen Coughlin	Professor (Health Systems Management)
<input type="checkbox"/>	Lisa Handwerker	Professor (Medical Anthropology)

- 1.) Select the button next to their name.
- 2.) Select the actions, and press “Send Message”

SEND A MESSAGE TO JASON SMITH

Send E-mail

To: Jason Smith

Subject:

Message:

**Add Attachment:**

Select file to attach

Send Additional E-mail Notifications To:

Cancel Send Message

- 3.) Create your message. Always remember to include a subject. You can also attach documents to your message or copy another recipient.
- 4.) Select “Send Message” when you are ready for your message to be sent.

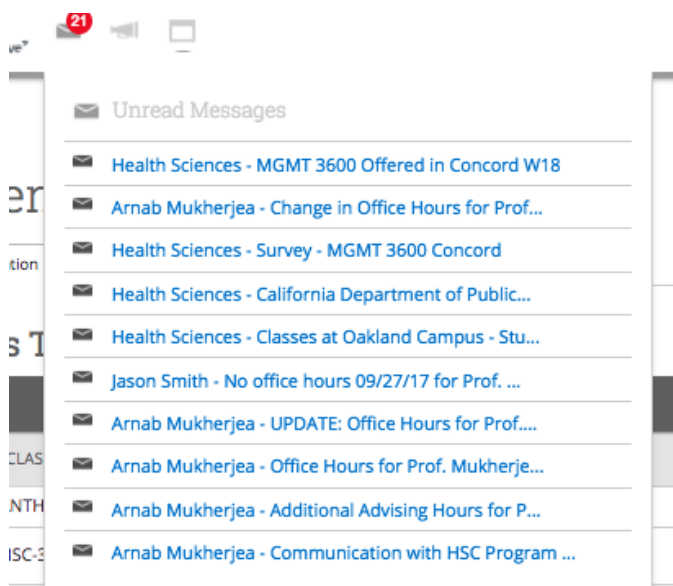
All messages sent with The Bay Advisor will be saved in your conversations tab.



Messages sent to you in the platform can be viewed from the notification bar.



To view messages sent to you by either instructors or advisors, select the envelope and view your messages.



Messages sent in the platform will also be sent to your horizon email account.

**Important Note:** If you are a student employee, you will want to make sure your primary email address is your horizon account. To make that change, you must go to MyCSUEB.

## Scheduling an Advising Appointment

If your academic advisor has opted to use the Bay Advisor to schedule advising appointments, you can make an appointment with them easily.

1. Select Get Advising



2. Select why you are making an appointment.

To help you find a time, please tell us why you'd like to see someone.

-- please select a service category --

- please select a service category --
- Career Counseling
- CBE Academic Advisement Services
- Health Sciences Major Advising/Faculty Office Hours

3. From there, select the more specific reason for the appointment.

To help you find a time, please tell us why you'd like to see someone.

Health Sciences Major Advising/Faculty Office Hours

Choose from the following options and click Next.

-- please select a reason for the appointment --

- please select a reason for the appointment --
- HSC Faculty Office Hours
- HSC Major Advising

4. Select an advisor to see

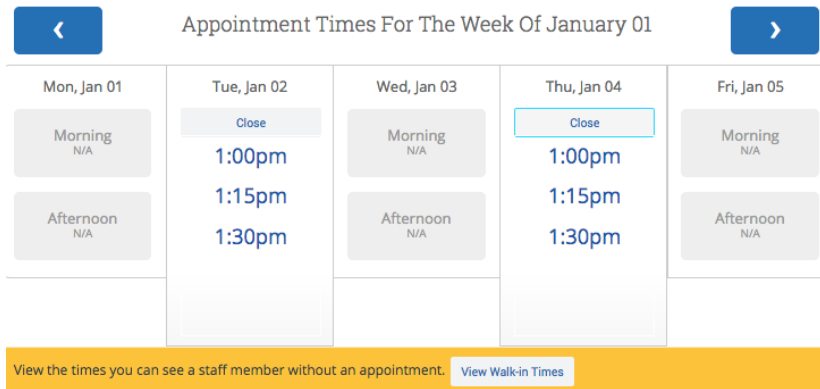
What location do you prefer?

Health Sciences Faculty Offices

Which advisor? You may select more than one.  
If you don't have a preference, just click Next.

Smith, Jason (Your Advisor)

5. Find a day and time that works best with your schedule

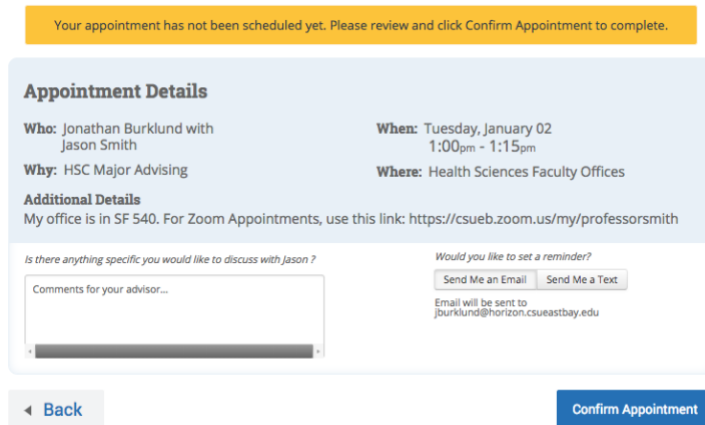


Appointment Times For The Week Of January 01

Mon, Jan 01	Tue, Jan 02	Wed, Jan 03	Thu, Jan 04	Fri, Jan 05
Morning N/A	Close 1:00pm 1:15pm 1:30pm	Morning N/A	Close 1:00pm 1:15pm 1:30pm	Morning N/A
Afternoon N/A		Afternoon N/A		Afternoon N/A

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

6. Confirm your appointment details and add any comments that you believe your advisor should know before your meeting.



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

**Appointment Details**

**Who:** Jonathan Burklund with Jason Smith      **When:** Tuesday, January 02 1:00pm - 1:15pm

**Why:** HSC Major Advising      **Where:** Health Sciences Faculty Offices

**Additional Details**  
My office is in SF 540. For Zoom Appointments, use this link: <https://csueb.zoom.us/my/professorsmith>

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

Comments for your advisor...

Would you like to set a reminder?

Email will be sent to [jburklund@horizon.csueastbay.edu](mailto:jburklund@horizon.csueastbay.edu)

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The Bay Advisor is an advising tool that should be used in addition to MyCSUEB. Both tools can help you be successful during your time at Cal State East Bay.

If you ever have any questions, concerns, or receive an error message, please contact David Reed –[david.reed@csueastbay.edu](mailto:david.reed@csueastbay.edu) or 510-885-2966