

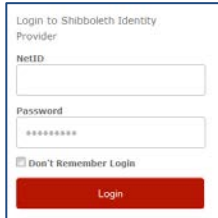
HOW TO SCHEDULE AN ACADEMIC ADVISING APPOINTMENT

The instructions below are a step-by-step guide on how to schedule an advising appointment with the **College of Business & Economics (CBE) Office of Undergraduate Advising**. **These appointments are for current CSUEB students in or planning to be in the CBE undergraduate programs ONLY.**

Prospective CSUEB students should seek advising from the Welcome Center by calling (510) 885-2556.

STEP 1: Go to www.csueastbay.edu/bayadvisor

STEP 2: Enter your Net ID and Password from MyCSUEB



Login to Shibboleth Identity Provider

NetID:

Password:

Don't Remember Login

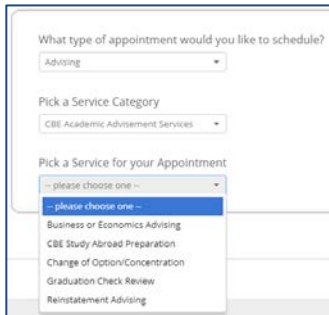
STEP 3: In the top right corner, click on "Get Assistance"



STEP 4: Select type of appointment: **Advising**

Pick a Service Category: **CBE Academic Advising Services**

Pick a Service for your Appointment: Select service that best fits your situation.



What type of appointment would you like to schedule?
Advising

Pick a Service Category
CBE Academic Advising Services

Pick a Service for your Appointment
Business or Economics Advising
CBE Study Abroad Preparation
Change of Option/Concentration
Graduation Check Review
Reinstatement Advising

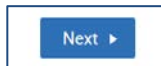
Available Services for **CBE** majors:

- Business or Economics Advising
- CBE Study Abroad Preparation
- Change of Option/Concentration
- Reinstatement Advising
- Graduation Check Review (Only for students who have applied for graduation on MyCSUEB)

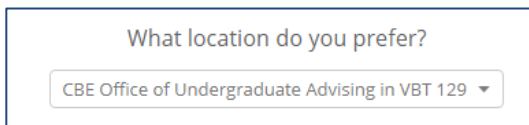
Available Services for **non-CBE** majors:

- Change of Major (Non-Bus/Econ to Bus/Econ)
- CBE Minor Advising

STEP 5: Review selections and click "Next".



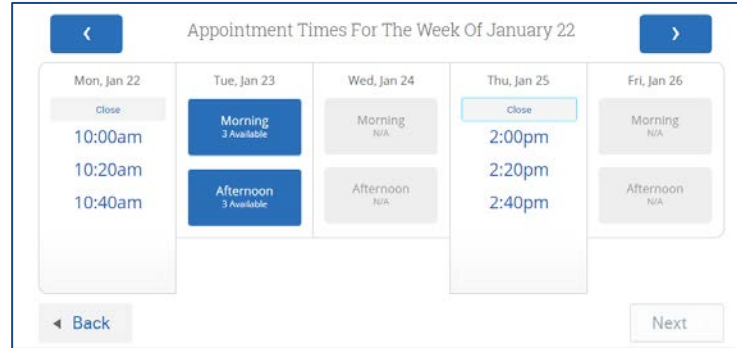
STEP 6: Select our location, "CBE Office of Undergraduate Advising in VBT 129" and click "Next".



What location do you prefer?

CBE Office of Undergraduate Advising in VBT 129

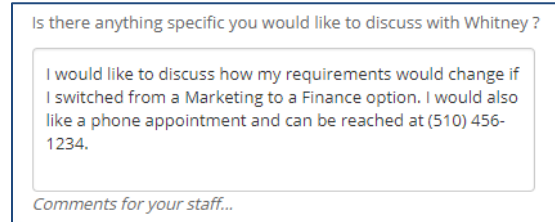
STEP 7: Find a day and time that works with your schedule.



Appointment Times For The Week Of January 22

Mon, Jan 22	Tue, Jan 23	Wed, Jan 24	Thu, Jan 25	Fri, Jan 26
Close	Morning 3 Available	Morning N/A	Close	Morning N/A
10:00am			2:00pm	
10:20am	Afternoon 3 Available	Afternoon N/A	2:20pm	Afternoon N/A
10:40am			2:40pm	

STEP 8: Provide **detailed comments** about what you would like to discuss with your advisor. **Failure to provide comments will result in appointment cancellation.**

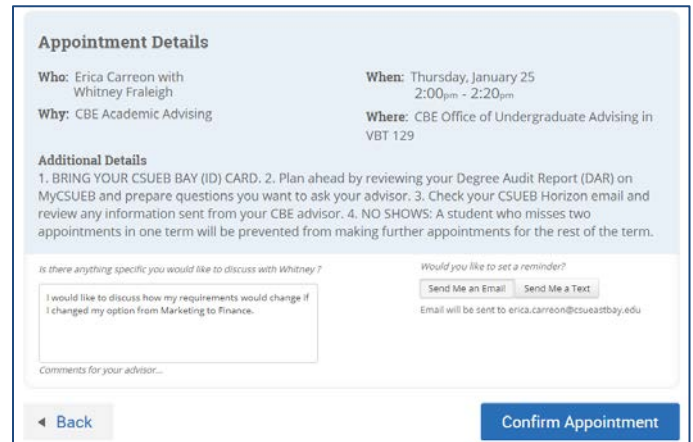


Is there anything specific you would like to discuss with Whitney ?

I would like to discuss how my requirements would change if I switched from a Marketing to a Finance option. I would also like a phone appointment and can be reached at (510) 456-1234.

Comments for your staff...

STEP 9: Review the appointment details and read through the "Additional Details" for important instructions. If everything is correct, click on "Confirm Appointment".



Appointment Details

Who: Erica Carreon with Whitney Fraleigh
When: Thursday, January 25 2:00pm - 2:20pm

Why: CBE Academic Advising
Where: CBE Office of Undergraduate Advising in VBT 129

Additional Details
1. BRING YOUR CSUEB BAY (ID) CARD. 2. Plan ahead by reviewing your Degree Audit Report (DAR) on MyCSUEB and prepare questions you want to ask your advisor. 3. Check your CSUEB Horizon email and review any information sent from your CBE advisor. 4. NO SHOWS: A student who misses two appointments in one term will be prevented from making further appointments for the rest of the term.

Is there anything specific you would like to discuss with Whitney ?
I would like to discuss how my requirements would change if I changed my option from Marketing to Finance.

Would you like to set a reminder?

Email will be sent to erica.carreon@csueastbay.edu

Comments for your advisor...

After confirmation, you should receive the following message.



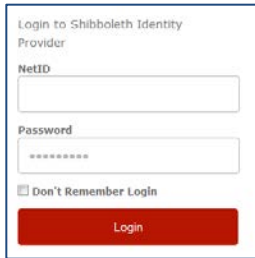
Success! Your Appointment Has Been Created

STEP 10: Check your **CSUEB Horizon email** for any messages from your advisor. On your appointment day, please be early and remember to bring your **CSUEB Bay Card**.

HOW TO CANCEL YOUR ADVISING APPOINTMENT

STEP 1: Go to www.csueastbay.edu/bayadvisor

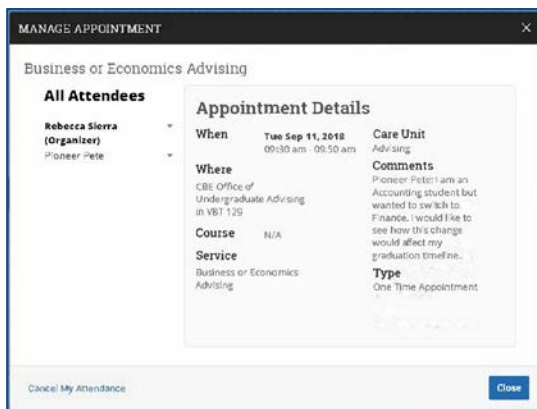
STEP 2: Enter your Net ID and Password from MyCSUEB



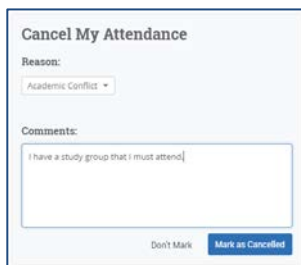
STEP 3: Under “Upcoming Appointments”, click on the appointment hyperlink.



STEP 4: Click on “Cancel My Attendance” in the bottom left corner.



STEP 5: Select a reason for the cancellation, enter detailed comments, and click on “Mark as Cancelled.”



STEP 6: To schedule another appointment, please refer to the steps on the reverse side of this sheet.

APPOINTMENT GUIDELINES AND PROCEDURES

The College of Business & Economics (CBE) Office of Undergraduate Advising only provides academic advising for the **on-campus CBE Undergraduate Programs**. Appointments are between 10-30 minutes in length and fill up quickly, so please schedule your appointments in advance.

For **phone appointments**, please state this in your comments and provide a number where you can be reached.

REMEMBER: BRING YOUR CSUEB BAY (ID) CARD AND PREPARE.

CANCELLATIONS AND RUNNING LATE

1. If you are running late and cannot keep your appointment, please call **(510) 885-3323** to let your advisor know you are running late or will need to cancel.
2. Advising appointments are scheduled for 10-30 minute sessions, so it is recommended that you arrive 10 minutes early.
3. Your appointment may be cancelled if you are 5 minutes late.
4. If you cannot keep an appointment, you must cancel the appointment at least 24 hours in advance. Please be courteous to other students by planning ahead (cancel or reschedule in a timely fashion). This will help open up time slots for other students.

NO-SHOWS

Because advising appointments are in high demand, if a student misses two appointments in one term, he/she will be prevented from making further appointments for the rest of the term.

GENERAL EDUCATION & GRADUATION REQUIREMENTS

Academic Adving and Career Education (AACE) is a one-stop center for academic advising and career development assistance. Their counselors guide students in understanding and completing **General Education (GE)** and **graduation requirements (UWSR, Code, Overlays, etc.)**, in addition to helping students clarify and attain their career goals.

For an appointment, please call (510) 885-3621.

ONLINE DEGREE COMPLETION PROGRAM – B.S. IN BUSINESS ADMINISTRATION (ONLINE BSBA)

The Online Business Program Office offers similar advising and support services to the Online BSBA program students. To inquire about these services or obtain more information about the program, please contact them at **(510) 885-3376** or email cbe_bsba_online@csueastbay.edu.

More information is available at: csueastbay.edu/onlinebusiness

IMPORTANT: Students CANNOT take courses in both the Online BSBA program and the on-campus Business Administration program simultaneously.