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](http://www.csueastbay.edu/bayadvisor)

**STEP 2:** Enter your Net ID and Password from MyCSUEB

**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.

**STEP 5:** Review selections and click “Next”.

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

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

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

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

**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.

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

Available Services for non-CBE majors:
- Change of Major (Non-Bus/Econ to Bus/Econ)
- CBE Minor Advising

After confirmation, you should receive the following message.
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 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 Advising 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.