



www.csueastbay.edu/bayadvisor

Student Quick Guide

Version 2. Updated 4/10/2020

When you log on to the Bay Advisor, your home page will always display your class information for the current term as shown below. 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.

Class Information

Student Home

Class Information Reports Calendar

Classes This Term

Actions ▾			
<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES
<input type="checkbox"/>	ES-384-03-DIS Interracial Sex and Marriage	Steven Cleveland	
<input type="checkbox"/>	PSYC-386-02-LEC Stress & Coping	Steven Ross	T 6:00p-9:00p PST Science Building-S204
<input type="checkbox"/>	SOC-320-02-LEC Social Inequalities	Vibha Puri	M 6:00p-9:45p PST Meiklejohn Hall-4107
<input type="checkbox"/>	SOC-340-02-LEC Sociology of Gender	Emilia Ianeva	TR 3:15p-4:55p PST Meiklejohn Hall-2038

Success Team

Students now can see their "Success Team" in Bay Advisor. The team includes any advisor the student is assigned to (if applicable) as well as every instructor for the term.

Your Success Team

- Blank, Sharla**
FASST Advisor (Primary)
- Ganesh, Chandrakala**
Faculty Advisor

Your Spring 2020 Instructors

- Matsuda, David**
ANTH-100 (01)
- Lyons, Dabney**
ENGL-101 (20)
- Hughes, Darrol**
GS-101B (05)
- Smith, Valerie**
HSC-130 (03)
- Zhou, Yanyan**
STAT-100 (05)
- Valliani, Muhammad Ali**
STAT-100A (11)

Messaging

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

To message an instructor or advisor:

- 1.) Select the button next to their name from the Classes this Term page. You can select multiple instructors if you wish to send them all the same message
- 2.) Select the actions, and press “Send Message”

Student Home

Class Information Reports Calendar

Classes This Term

Actions		
	PROFESSOR	DAYS/TIMES
<input type="checkbox"/>	ES-384-03-DIS Interracial Sex and Marriage	Steven Cleveland
<input checked="" type="checkbox"/>	PSYC-386-02-LEC Stress & Coping	Steven Ross T 6:00p-9:00p PST Science Building-5204
<input type="checkbox"/>	SOC-320-02-LEC Social Inequalities	Vibha Puri M 6:00p-9:45p PST Meiklejohn Hall-4107
<input checked="" type="checkbox"/>	SOC-340-02-LEC Sociology of Gender	Emilia Ianeva TR 3:15p-4:55p PST Meiklejohn Hall-2038

- 3.) Create your message. Always remember to include a subject. You can also attach documents to your message or copy another recipient.

SEND A MESSAGE

Send E-mail Message

To: Emilia Ianeva, Steven Ross

Subject:

Message:

B I [List Icons] Paragraph [Undo/Redo]

Add Attachment:

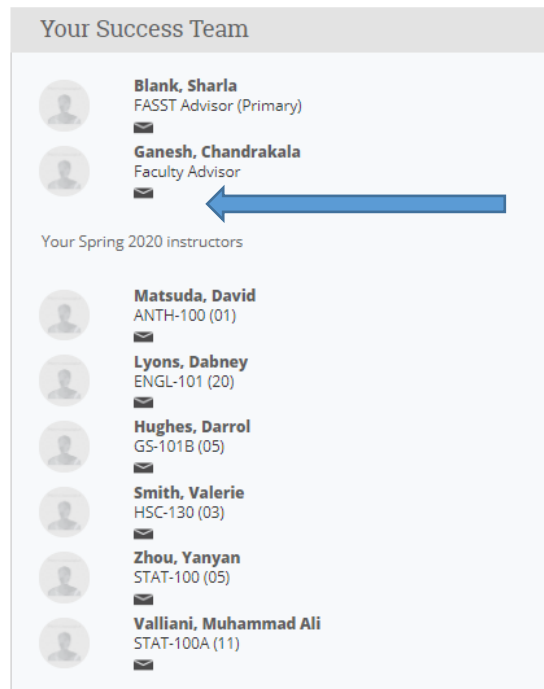
Select file to attach

Send Additional E-mail Notifications To:

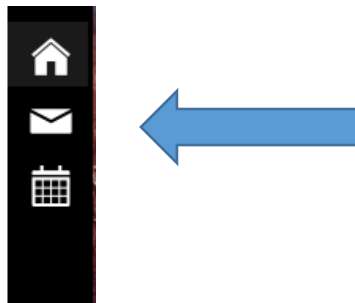
Cancel Send Message

- 4.) Select “Send Message” when you are ready for your message to be sent.

5.) You can also send a message to anyone in your Success Team by clicking on the email link below their title or course offering.



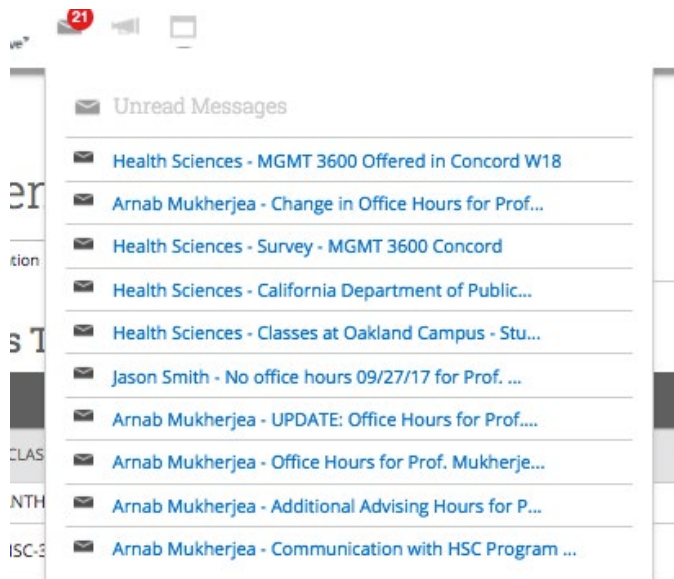
All messages sent through The Bay Advisor will be saved in your conversations tab.



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 CSUEB Horizon account. To make that change, you must go to MyCSUEB.

Reports

Student Home

Class Information **Reports** Calendar Send a Message

Notes About Student

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

Scheduling an Advising or Tutoring Appointment

If a student support office or faculty advisor has opted to use the Bay Advisor to schedule appointments, you can make an appointment with them easily.



Schedule an Appointment

1. Select Schedule an Appointment
2. Select why you are making an appointment, either Advising, Library Research Help or Tutoring.

What type of appointment would you like to schedule?

-- please choose one --

-- please choose one --

Advising

Library Research Help

Tutoring

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

Offices that allow students to schedule their own appointments

College of Business Office of Advising
College of Education Student Service Center
CLASS Student Service Center
Ethnic Studies Faculty Advising
Psychology Faculty Advising
Sociology Faculty Advising
Student Equity and Success Programs:
EOP, EXCEL, Sankofa Scholars,
GANAS, Renaissance Scholars, T-APASS,
Veteran Student Services

Sophomore Transition Experience Program
(S.T.E.P.)
Student Center for Academic Achievement
(SCAA)
Concord Campus Advising
Transfer Student Programs
Mathematics and Computer Science
Health Science Faculty Advising
Human Development Faculty Advising
International Programs/Study Abroad

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?
[Send Me an Email](#) [Send Me a Text](#)
Email will be sent to jburklund@horizon.csueastbay.edu

[Back](#) [Confirm Appointment](#)

Once an appointment is confirmed, you will receive a confirmation email to your Horizon email account. You will also receive a reminder email 12-24 hours before your scheduled appointment.

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

For questions or assistance please contact Bill Irwin at bill.irwin@csueastbay.edu