Bay Advisor is a tool to help you schedule advising appointments, keep track of your current course schedule, view any important advising messages, and communicate with your advisor and instructors for the term.

To access the services below, login using your Net ID and password at [www.csueastbay.edu/bayadvisor](http://www.csueastbay.edu/bayadvisor).

**How to use Bay Advisor**

1. Click “Schedule an Appointment”
2. Choose “advising” and select service category: “College of Business & Economics Academic Advisement Services”
3. Choose a service. (Selections may vary by student.)
4. Select a date and time.
5. **Required:**
   - Tell us if you want an in-person, phone, or Zoom (online) appointment.
   - Tell us what you want to discuss.
6. Read through additional details and review appointment information. Confirm appointment to complete process.

**SCHEDULE AN APPOINTMENT**

**Questions??**
cbeadvising@csueastbay.edu
(510) 885-3323

**Contact your advisor or coach**

**Under Your Success Team, click on envelope icon.**

**If available, select “Send text” tab to message your advisor. Include your net id in message.**

**In the Subject line, include your net id and general topic. In Message, be specific about your issue. The more details you provide, the better we will be able to assist you.**

**If necessary, add attachments or send additional email notifications. Attachments could include forms, transcripts, etc. Additional emails could be to your instructors, coaches, other advisors.**

**Allow 1-2 business days for a reply. Replies for more complex issues may take longer.**

**Additional notes:**
- If you need to provide documentation or additional information, please attach it directly to the email.
- If you need to make emergency changes to your schedule, please contact your advisor directly.
- For help with your schedule or any other academic issues, please contact your advisor.

**Examples:**

- If you are having trouble registering for classes, you can send an email to your advisor with the class name and the specific issue you are facing.

**Sample email:**

To: [CBE Office of Undergraduate Advising](mailto:CBEOfficeOfUndergraduateAdvising@csueastbay.edu)

Subject: Trouble Registering for Classes, Fall 2024

Message: I am trying to register for Fall 2024 classes and every time I try to register for FIN 300, I get an error message. I believe I completed all the prerequisites. Can you help me?
Bay Advisor is a tool to help you schedule advising appointments, keep track of your current course schedule, view any important advising messages, and communicate with your advisor and instructors for the term.

To access the services below, login using your Net ID and password to www.csueastbay.edu/bayadvisor.

1. Under Classes This Term, check the box or boxes for the instructors you’d like to contact. You can send an email to 1 or more of your professors.

2. Click on Actions and select "Send Message to Professor".

3. Create your message. Remember to include a subject line. You can attach documents to your message or copy another recipient. You can select your assigned advisor or type in another email.

4. All messages sent with Bay Advisor will be saved in your conversations. To view messages, click on the envelope icon in the notification bar or conversations tab. All emails will also be sent to your Horizon email.

On Student Home page, click on Reports tab.

Important advising notes shared by your advisors can be viewed here. They will be in chronological order and will always include who created the note for your information.

Click on "View Note" to see more details.