

HOW TO USE BAY ADVISOR

QUESTIONS??

cbeadvising@csueastbay.edu
(510) 885-3323

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.

SCHEDULE AN APPOINTMENT



CONTACT YOUR ADVISOR OR COACH



- 1 Click "Schedule an Appointment"

Schedule an Appointment

- 2 Choose "advising" and select service category: "College of Business & Economics Academic Advisement Services"

What type of appointment would you like to schedule?

Advising

Pick a Service Category

College of Business & Economics Aca...

- 3 Choose a service.
(Selections may vary by student.)

Pick a Service for your Appointment

-- please choose one --

-- please choose one --

Business or Economics Advising

CBE Study Abroad Preparation

Change of Option/Concentration

Graduation Check Review

Reinstatement Advising

- 4 Select a date and time.

Times From March 17 To March 21

Tue, Mar 17	Wed, Mar 18	Thu, Mar 19	Fri, Mar 20	Sat, Mar 21
Morning 1 Available	Morning 1 Available	Morning 1 Available	Morning N/A	Morning N/A
Afternoon 1 Available	Afternoon 1 Available	Afternoon 1 Available	Afternoon N/A	Afternoon N/A

- 5 **REQUIRED:**
 - Tell us if you want an in-person, phone, or Zoom (online) appointment.
 - Tell us what you want to discuss.

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

Zoom appointment please.
I want to switch from Marketing to the Finance concentration. I also can only take courses on Tues and Thurs, but would like to complete my courses by Spring 2022

- 6 Read through additional details and review appointment information. Confirm appointment to complete process.

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

Appointment Details

Who Student with: Shabana Ali

Why: Business or Economics Advising

When: Tuesday, March 24, 10:10am - 10:30am

Where: College of Business & Economics Office of Undergraduate Advising in VBT 129

Additional Details

- In the comments, please tell us how you would like us to conduct the appointment:
 - In person (VBT 129)
 - Phone (Provide phone number)
 - Zoom (Online advising)
- If you **only need course recommendations**, please submit the online form at www.csueastbay.edu/cbe/forms.
- Check your CSUEB Horizon email and review any information sent from your CBE advisor.
- NO SHOWS:** A student who misses two appointments in one term will be prevented from making further appointments for the rest of the term.
- BRING YOUR CSUEB BAY (ID) CARD.**

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

Zoom appointment please.
I want to switch from Marketing to the Finance concentration. I also can only take courses on Tues and Thurs, but would like to complete my courses by Spring 2022.

Comments for your staff...

Send like an Email

Send like a Text

Please provide your mobile number

510-415-1235

Confirm Appointment

- 1 Under Your Success Team, click on envelope icon.

Your Success Team

Karayel, Ali
Pioneer Success Coach

Undergraduate Advising, CBE
Office of
Major Advisor (Primary)

- 2 If available, select "Send text" tab to message your advisor. Include your net id in message.

Send E-mail Send Text

To: CBE Office of Undergraduate Advising

Message:

My net id is ab1234. Where do I get a department stamp for my withdrawal form for FIN 300?

You have 70 characters remaining of 160 characters.

Cancel Send Message

- 3 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.

Send E-mail Send Text

To: CBE Office of Undergraduate Advising

Subject:

Trouble Registering for Classes, ly1234

Message:

B I **☰ ☷** **🔗** Paragraph **↶ ↷**

I am trying to register for Fall 2020 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?

P

- 4 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.

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

ali.karayel@csueastbay.edu

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

HOW TO USE BAY ADVISOR

QUESTIONS??

cbeadvising@csueastbay.edu
(510) 885-3323

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.

EMAIL YOUR PROFESSORS



- 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".

Classes This Term		
Actions ▾		
<input checked="" type="checkbox"/>	FIN-300-03-LEC Financial Management	Tammie Simmons Mosley
<input type="checkbox"/>	KIN-370-04-DIS US 20th Century Women's Sport	Cathryn Lucas
<input checked="" type="checkbox"/>	MGMT-314-01-LEC Leadership and Management	Masahisa Yamaguchi
<input checked="" type="checkbox"/>	MGMT-350-07-LEC Decision Science	Somak Paul
<input type="checkbox"/>	MGMT-370-01-LEC Business, Govt & Society	Gregory Theyel

- 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.

To: Tammie Simmons Mosley

Add Assigned Staff(s):
x Undergraduate Advising, CBE Office of |

Subject:

Message:

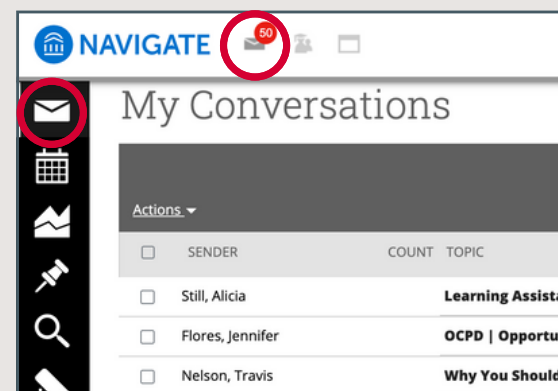
B I [List Icon] [Link Icon]

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

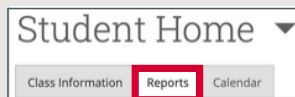
- 4 All messages sent with Bay Advisor will be saved in your conversations. To view messages, click on the envelope icon in the notification bar or conversations tab. All emails will also be sent to your Horizon email.



REVIEW REPORTS



- 1 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.

Actions ▾			
<input type="checkbox"/>	DATE	CREATED BY	NOTE
<input type="checkbox"/>	02/21/2018	Kristen Paule	Processed Change of Major form to add BUAD and HRM. Email...
<input type="checkbox"/>	02/16/2018	Lucilla Castillo	Student recently changed major to Business Administration...
<input type="checkbox"/>	02/07/2018	Linda Beebe	walk-in: wanted to change clusters due to major change. ...

- 2 Click on "View Note" to see more details.

NOTE ABOUT


Note

Student recently changed major to Business Administration. Went over major requirements and suggested student start with completing lower division major requirements.

Note Reasons

Front Desk Assistance, Registra Assistance

Author

 **Lucilla Castillo**
Administration, Advisor, Administrator