



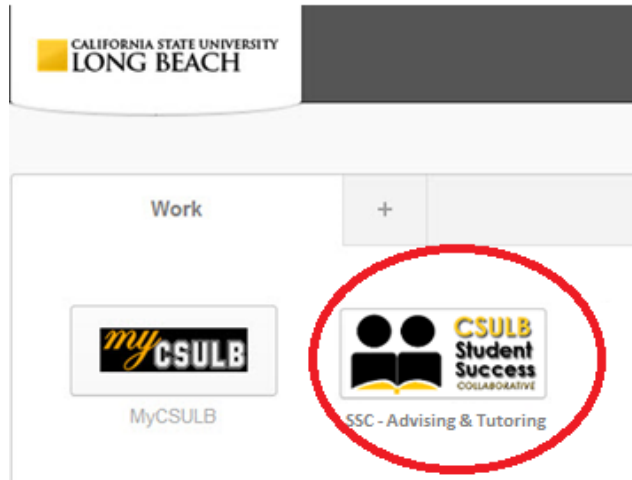
Request an Appointment with an Advisor

LOG IN

Log in using Single Sign-On

<https://sso.csulb.edu>

Use your student ID number and Beach password (same as used for MyCSULB/BeachBoard). Click on the SSC - Advising & Tutoring button.



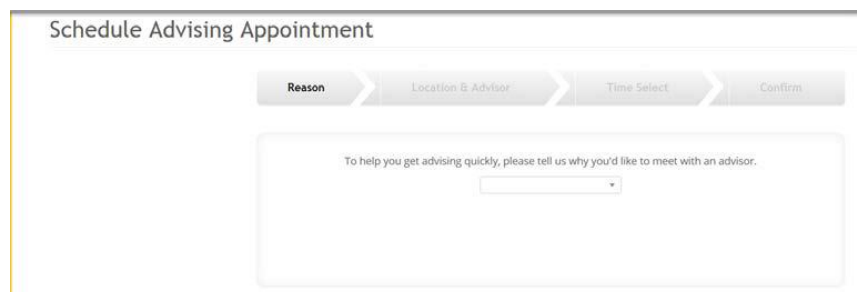
SCHEDULE ADVISING

On the far right side, click the "Schedule Advising" Button to make an advising Appointment.



SELECT A REASON

To begin, select the **Reason** you are seeking advising from the drop down list. If none of the options represent your needs choose the one closest.



CHOOSE A LOCATION

Select your advising center from the Location drop down. You may select a specific advisor or let the system assign one. If you don't know your advising center, visit the student center in [MyCSULB](#) for your assigned advisor.

Note: If you don't see your center listed, they may not offer advising for the "reason" you selected. Try selecting a different reason. If you still don't see your center, contact them directly. (See a [list](#) of centers here)

Schedule Advising Appointment

The screenshot shows the 'Location & Advisor' step of the scheduling process. At the top, there are four navigation tabs: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. Below the tabs, a dropdown menu is open, showing 'University Center for Undergraduate Advising'. Below the dropdown, there is a text prompt: 'Which advisor? You may select more than one. If you don't have a preference, just click next.' Below this prompt is a text input field labeled 'Any Advisor'. At the bottom of the form, there are two buttons: 'Back' and 'Next'.

SELECT A DAY AND TIME

Choose the day and time that fits with your schedule. If none of the available times work for you, you can view the Walk-in Times for the advising center.

Schedule Advising Appointment

The screenshot shows the 'Time Select' step of the scheduling process. At the top, there are four navigation tabs: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. Below the tabs, there is a 'prev week' button on the left and a 'next week' button on the right. In the center, there is a section titled 'Appointment Times This Week'. Below this title is a grid of appointment times for the week of March 14th to 18th. The grid has columns for each day and rows for 'Morning' and 'Afternoon'. The 'Morning' slot for Friday, Mar 18, is highlighted in blue and labeled '7 Available'. The 'Afternoon' slot for Tuesday, Mar 15, is highlighted in blue and labeled '6 Available'. Below the grid, there is a yellow banner that says 'Can't find a time that works in the next couple of weeks?' and a button labeled 'View Walk-in Times'. At the bottom of the form, there are two buttons: 'Back' and 'Next'.

CONFIRM

Review the Appointment Details

In order to assist your Advisor in preparing for your appointment, please provide details in the comments box about the reason for your visit.

Schedule Advising Appointment

The screenshot shows the 'Confirm' step of the scheduling process. At the top, there are four navigation tabs: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. Below the tabs, there is a yellow banner that says 'Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.' Below the banner, there is a section titled 'Appointment Details'. This section contains two columns of information: 'Who: Noah Blackwell with Tanisha Peoples' and 'Why: Explore or Declare Major/Minor' on the left; and 'When: Thursday, March 24 11:00am - 11:30am' and 'Where: College of Liberal Arts Advising Center - ATLAS' on the right. Below the 'Appointment Details' section, there is a section titled 'Additional Details'. This section contains two prompts: 'Is there anything specific you would like to discuss with Tanisha?' and 'Would you like to set a reminder?'. Below the first prompt is a text input field labeled 'Comments for your advisor...'. Below the second prompt are two buttons: 'Send Me an Email' and 'Send Me a Text'. At the bottom of the form, there are two buttons: 'Back' and 'Confirm Appointment'.