



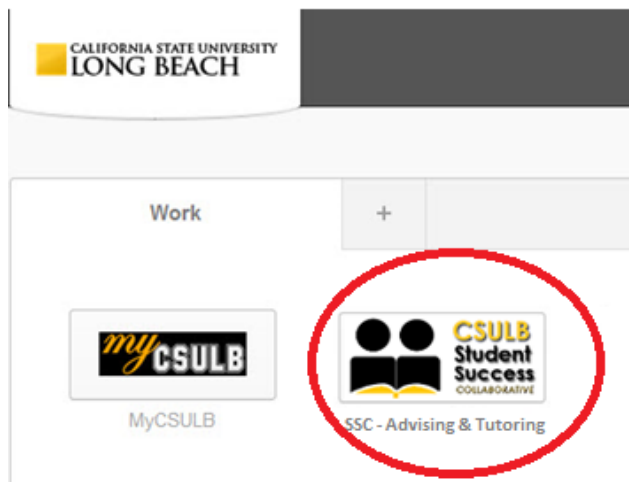
Request an Appointment with an Advisor

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.



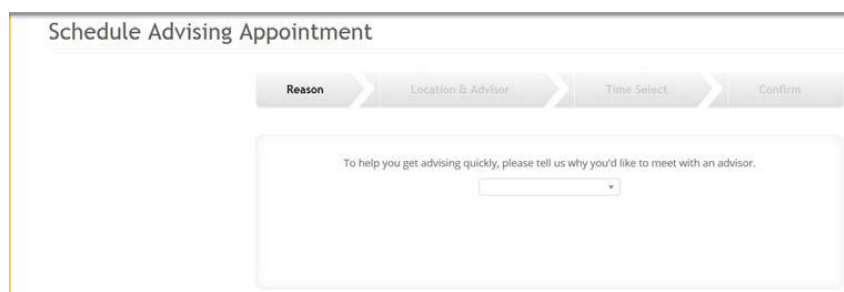
SCHEDULE ADVISING

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' on the left and 'Next' on the right.

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 are navigation buttons for 'prev week' and 'next week'. The main content is a calendar grid titled 'Appointment Times This Week' showing dates from Monday, Mar 14 to Friday, Mar 18. Each date has two time slots: '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 calendar, there is a yellow banner with the text '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' on the left and 'Next' on the right.

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 with the text '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' with the following information: 'Who: Noah Blackwell with Tanisha Peoples', 'Why: Explore or Declare Major/Minor', 'When: Thursday, March 24 11:00am - 11:30am', and 'Where: College of Liberal Arts Advising Center - ATLAS'. Below the details, there is a section titled 'Additional Details' with a text input field for 'Comments for your advisor...' and two buttons: 'Send Me an Email' and 'Send Me a Text'. At the bottom of the form, there are two buttons: 'Back' on the left and 'Confirm Appointment' on the right.