


# How to use the Advising Scheduler:

1. Visit: [www.csusm.edu/academicadvising](http://www.csusm.edu/academicadvising).
2. Click on the blue "Schedule an appointment" box.
3. Login with your CSUSM email address and password.
4. Select "make an appointment".
5. Enter your phone number, cell preferably, in case we need to reach you before your appointment.
6. Select the topic in which you need advising. This may be different from your major.
7. Enter a brief reason for your appointment.
8. Click "Next".
9. Click "View Appointments" on the day you would like to schedule an appointment. \*
10. Select an available appointment time slot.
11. Click "Make Appointment".
12. A confirmation page will appear. You will also receive a confirmation e-mail.
13. The confirmation page is required for check-in to your advising appointment.



\* You will see appointments 2-10 days in advance from the day you are logging in. Days before or after this will not have appointments listed. You can check back every day for new available appointments.

If no appointments are available, check back on the following day.

Please remember that available advising appointments are viewable only 2-10 days in advance. If you check for availability further than 10 days out no appointments will be displayed.

**Note:** Each day at midnight new appointments become available on the Advising Scheduler.