

# 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. Select an available appointment time slot.\*
10. Click "update".
11. Click on "available" timeslot.
12. Click "submit".
13. A confirmation page will appear. You will also receive a confirmation e-mail.
14. The confirmation page is required for check-in to your advising appointment.

\* You will see appointments one week in advance from the day you are logging in. Appointments before that will say "unavailable." This is because appointments must be made one week in advance.

If no appointments are available, select the following week to see more appointments.

Please remember that available advising appointments are viewable up to two weeks in advance. If you check for availability further than two weeks out you will notice that the time slots says, "unavailable" this is because the scheduler only allows students to view available appointments two weeks in advance.

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