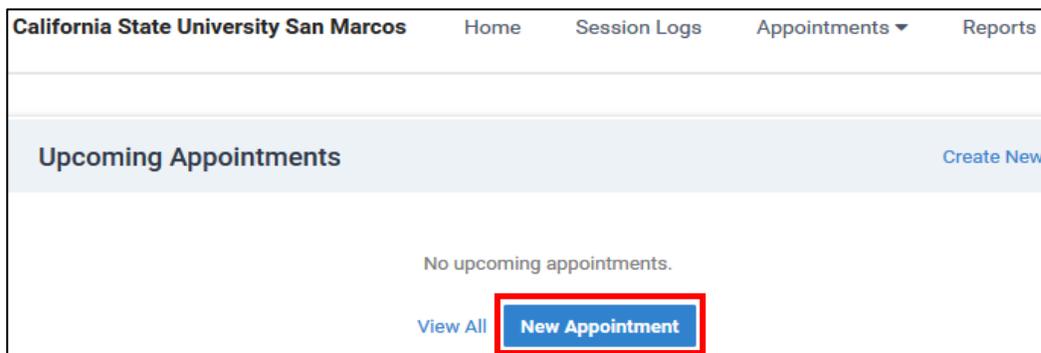


ACCUEMIA: HOW TO SCHEDULE AN ADVISING APPOINTMENT

1. Log in to the appointment scheduler via <https://appointments.csusm.edu>.
2. Click on **New Appointment**.



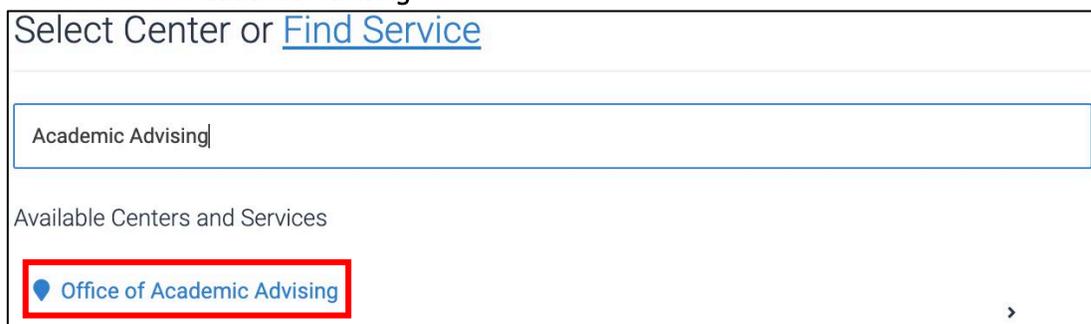
California State University San Marcos Home Session Logs Appointments Reports

Upcoming Appointments [Create New](#)

No upcoming appointments.

[View All](#) [New Appointment](#)

3. Search and select **Academic Advising**.



Select Center or [Find Service](#)

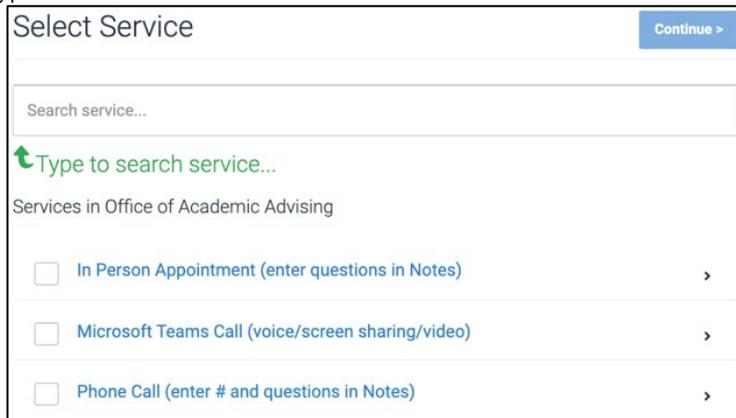
Academic Advising

Available Centers and Services

[Office of Academic Advising](#)

- Click on the **blue hyperlink or arrow**.

4. Type or select **Service**.



Select Service [Continue >](#)

Search service...

Type to search service...

Services in Office of Academic Advising

[In Person Appointment \(enter questions in Notes\)](#)

[Microsoft Teams Call \(voice/screen sharing/video\)](#)

[Phone Call \(enter # and questions in Notes\)](#)

- Click on the **blue hyperlink or arrow**.
- If check box is selected, click **Continue**.

5. Select **Term**.
6. Type or select **Subject Area** (Your major or the major you would like to discuss with an advisor).

ACCUEMIA: HOW TO SCHEDULE AN ADVISING APPOINTMENT

7. Select an available **time slot**.

Available Slots

Specific Advisor

- Any available tutor -

Days of Week [Select All](#) [Select None](#) [Select Mon-Fri](#)

Sun Mon Tue Wed Thu Fri Sat

Pick date and time

Duration: 30 minutes

Showing this week

< Prev **Next >**

Change View

- Filter as needed.
 - To view the following week, click Next.
 - Appointments can be made 1 hour to 14 days in advance.
8. Include questions or comments for the appointment in the Notes section.
 - Microsoft Teams – **Download App!**
 - Phone Call – Enter phone number in Notes.
 9. Finally, click **Confirmed**.
 - An immediate confirmation email will be sent to your Cougar email.

Prior to your Appointment

- Log-in to [myCSUSM](#) and open your Student Center
- Keep your contact information updated in your myCSUSM!

Your advisor will connect with you at the time of your appointment.

View [instructions \(pdf\)](#) or [watch a video](#) on how to access Microsoft Teams.