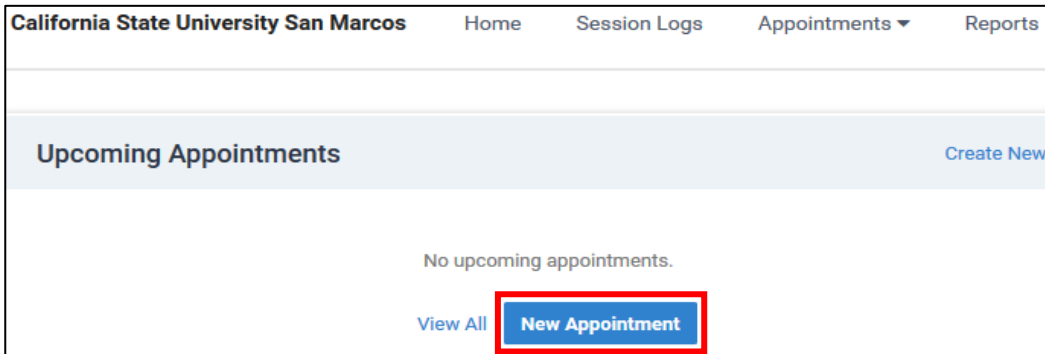
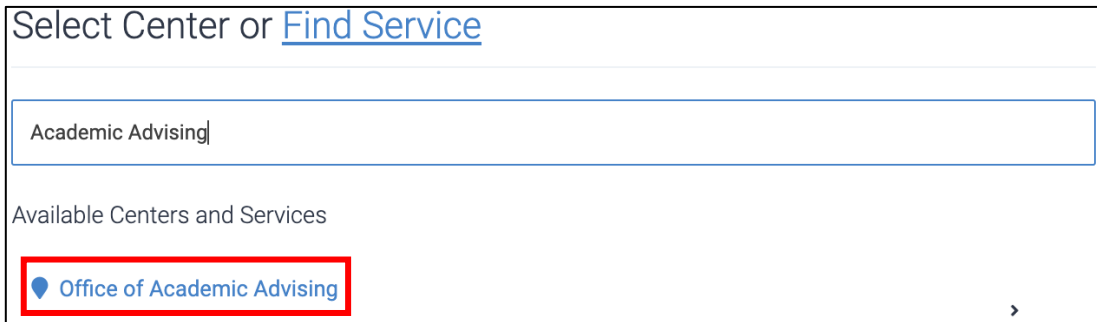


# ACCUDEMIA: HOW TO SCHEDULE AN ADVISING APPOINTMENT

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

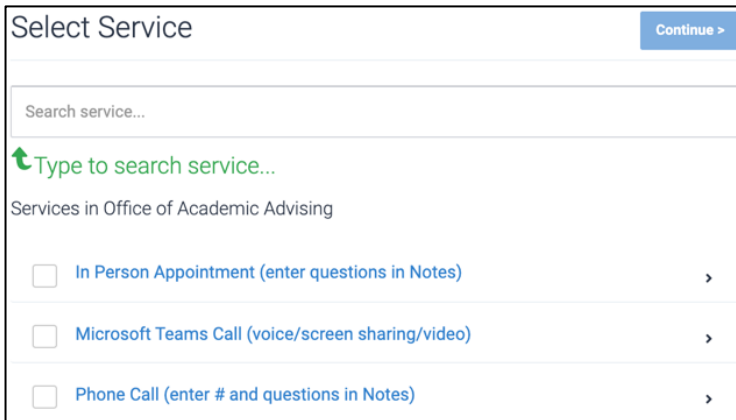


3. Search and select **Academic Advising**.



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

4. Type or select **Service**.



- 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).

# ACCUDEMIA: 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.