How to make an Appointment

1. Log into the appointment scheduler via https://appointments.csusm.edu/
2. Click on “New Appointment”
3. Select the date range in which you would like to schedule an appointment.
4. Under center, select PASO as the advising center.
5. Under Subject Area, select the reason for your appointment.

Subject Areas
1. PASO-Student Appointment
2. PASO- Personal
3. PASO- Financial Aid
4. PASO- Retention
5. PASO- Academic Probation
6. PASO- Mid-Semester Evaluation
7. PASO- Cougar Care Referral
8. PASO- Letter of Recommendation
6. Click on the advisor’s name to view their availability.

7. To select an appointment, click on the green availability.

8. Under Service, select your cohort number.

9. To complete appointment click “Accept”