# How to Schedule an Advising Appointment

## Schedule an Advising Appointment

On the upper right side of your student homepage, click the **Schedule an Appointment** button to open the appointment scheduling tool.

## What Kind of Appointment Would You Like to Make?

To begin, select one of the appointment types. Only **Advising** is available at this time.

## What Type of Assistance do You Need?

Depending on your class standing, you will need to select one of the options below:

- Academic Advising for Freshman
- Academic Advising for Sophomores, Juniors and Seniors
- Explore/Declare Major, Minor, or Certificate.
What is the Primary Reason for this Appointment?
Select the service that best matches the reason you are seeking assistance. If you select Explore/Declare Major, Minor, or Certificate, then you will need to select the college-based center that assists with the major/minor/certificate you want to explore. Please refer to the departmental directory if you are unsure. For general major/minor exploration, you should choose the Undergraduate Advising Center.

Pick a Location for Your Appointment
If you select Explore/Declare Major, Minor, or Certificate, you will have the option to choose the corresponding location. Otherwise, the advising locations that appear are aligned with your major/minor or assigned advising program.

Pick a Staff Member
You may check the appointment times available for a specific advisor or you may do a general search for appointment times based on the service and location that you selected.

Select a Day and Time
Choose the day and time that fits with your schedule. If you don't see a time that works for you, please click on the blue arrow to view the appointments for the next week. A day with no appointments available will say N/A.

Click View Drop-in Times to see the drop-in schedule.
Review and Confirm the Appointment Details

To assist your advisor in preparing for your appointment, please provide details in the comment box about the reason of your visit.

Click CONFIRM APPOINTMENT to book the appointment.

Appointment Confirmation

After confirming your appointment, you will receive a notification on your student homepage on Navigator and in your SF State email account. The appointment notification will contain the Zoom URL information for your appointment.

On your student homepage, you can see all of your upcoming appointments. See the image on the right.

You will receive an appointment reminder 24-hours and 60 minutes before your appointment.

NOTE: All appointments will be conducted virtually in the fall 2020 term.