



## Scheduling an Appointment

If a student support office or faculty advisor has opted to use the Bay Advisor to schedule appointments, you can make an appointment with them easily.

1. Select Schedule an Appointment



2. Select why you are making an appointment; choose from Advising, Career Services, HOPE Basic Needs, Peer Academic Coaching or Tutoring, or select "Meet With Your Success Team" for direct access to your \*Main\* advisor.

What type of appointment would you like to schedule? \*

- Advising
- Career Services
- H.O.P.E. Basic Needs
- Peer Academic Coaching
- Tutoring

[Find Available Time](#)

### Other Options

[View Drop-In Times](#)

**Meet With Your Success Team**

3. If selecting from the drop-down menu, select the service for the appointment. There are many services available under Advising and you can search by typing for the service you are looking for. If selecting "Meet With Your Success Team", select the team member you wish to meet with.

What type of appointment would you like to schedule? \*

Advising

Service \*

- College of Business & Economics Academic Advisement Services
  - CBE Minor Advising
  - Change of Major (Non-Bus/Econ to Bus/Econ)
- Computer Science & Math Advisement Services
  - CS/Math Change of Major
  - CS/Math New Student Advising
- Ethnic Studies Faculty Advising
  - ES Office Hours

### Meet With Your Success Team

- BV** [Bethany Villafuerte](#)  
Major Advisor
- LP** [Luci Ponce](#)  
EOP Counselor, \* Main \*
- WH** [Wendy Herbert](#)  
ADT Advisor

4. Select "Find Available Time"



5. Find a day and time that works best with your schedule. If you want a specific person, you can select "View individual availabilities".

MG PL 2 People  
[View individual availabilities](#)

Mon, Oct 2nd

10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM

Wed, Oct 4th

9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM

Thu, Oct 5th

9:00 - 9:30 AM

Mon, Oct 9th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM

Wed, Oct 11th

10:00 - 10:30 AM 10:30 - 11:00 AM

6. Confirm your appointment details, select how you would like to meet (virtual, phone or in person) and add any comments that you believe your advisor should know before your meeting.

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising	<b>Service</b> CBE Minor Advising
<b>Date</b> 10/09/2023	<b>Time</b> 11:40 AM - 12:00 PM
<b>Location</b> College of Business & Economics Office of Undergraduate Advising Appointments with College of Business & Economics (CBE) Office of Undergraduate Advising are available via zoom (virtual), phone, or in-person. Questions? Email <a href="mailto:cbeadvising@csueastbay.edu">cbeadvising@csueastbay.edu</a> or call (510) 885-3323.	

How would you like to meet? \*

Search by type ^

- In-Person
- Phone
- Virtual/Zoom

Once an appointment is confirmed, you will receive a confirmation email to your Horizon email account. You will also receive a reminder

email 24 hours before your scheduled appointment and a text message 2 hours before the appointment.

The Bay Advisor is an advising tool that should be used in addition to MyCSUEB where you can find your Degree Audit Report (DAR). Both tools can help you be successful during your time at Cal State East Bay.

For questions or assistance please contact [bayadvisor@csueastbay.edu](mailto:bayadvisor@csueastbay.edu)