

Instructions for Scheduling an Advising Appointment with the **Business Advising Center**

Please read the instructions thoroughly



STEP 3				
	CAL STATE UNIVERSITY - FULLERTON			
Click on the Make an Appointment blue	NAVIGATE Explore Planner		⑦ Logout	
button on the top right.	Image: A set of binety Co Back (Dashboard			
	& Appointments Appoint	tments	Make Appointment	
	Study Buddies			
	My Appointr	ments My Team History		
	Holds Upcor	ming		
	My Major	• * + + • • • •		
	Settings			
		1		
STED 4				
STEP 4				
Select the following:	NAVIGATE	Explore Planner	_	
Select the following.	₼ Home	< Go Back IDashboard		
	🆒 To-Dos and Event	ts		
What type of appointment would you	<u>O</u> Appointments	New Appointment		
like to schedule?	<u>ପ୍ରୟ</u> Study Buddies			
	Resources	What can we help you find?		
Please select "Advising"	🚀 Messages	Below, you will find available options for scheduling an appointme find something that you are looking for, try the other appointment	options to see	
	🕂 Holds	available options for dropping in or requesting an appointment.		
	Class Schedule	*What type of appointment would you like to schedule?		
Service	🔂 My Major	× (Advising ×)	~	
	🔅 Settings	* Service		
Please select "Advising"		× (Advising ×)	\sim	
		Pick a Date ①		
		Thursday, May 27th 2021	\sim	
Pick a date				
		Find Available Time		
 Click "Find Available Time" 				

STEP 5

Choose "Business Undergraduate Advising Center"

Don't see any available appointments? Read below:

- You *cannot* book an appointment *more than one week in advance.*
- If there are no available appointments, or the Business Advising Center location is not visible, check back the following morning as *additional appointments will be added*.

sched	ule?	appoi	nument	would	i you lii	(e (0	E EUGRICHU
• 4	dvisin)					< Wed, May 19th >
Servic	e						Department of Chicana and Chicano Studies
• 4	dvising)					JL 1 Person
Pick a	Date	1					
<		May	y 2021		19	>	No availability for this day
Su	Мо	Tu	We	Th	Fr	Sa	
						1	Undergraduate Business Advising Center SGMH-1201
2	3	4	5	6	7	8	Undergraduate Business Advising SGMH-1201
9	10	11	12	13	14	15	Drop-in Times Available
16	17	18	19	20	21	22	AC DZ JM FS JS LS WZ WD SL SH 10 People
23	24	25	26	27	28	29	
30	31						No availability for this day
Staff							Don't see anything that works for you?
Sear	ch by n	ame					V
							Request Alternate Appointment Time There may be other locations that support Appointment Requests.
.ocati	on						
Searc	ch by n	ame					View Drop-in Times
Course	9						There may be other locations that support Drop-ins.
Selec	t cours	se					×

reminder. Click "Schedule" Click "Schedule" Image: Complete in the schedule in	STEP 6 Confirm your Appointment Make sure to review that you have selected the correct day/time and check the boxes to receive an email and and/or text massage	 NAVIGATE Line Quick Search Go Back (Dashboard Review Appointment Details and Confirm What type of appointment would you like to schedule? Advising Service Advising
Complete! You will see a screen notifying you that your appointment has been scheduled. You will receive an email confirmation to your CSUF email address.	reminder. Click "Schedule"	Scr22/2021 3.00 PM-3.30 PM Cocation Undergraduate Business Advising Center SGMH-1201 Undergraduate Business Advising SGMH-1201 Would you like to share anything else? Add your comments here Image: Schedule Image: Schedule Schedule
 You will see a screen notifying you that your appointment has been scheduled. You will receive an email confirmation to your CSUF email address. 	Complete!	Image: Navigate Image: Navigate Image: Navigate Image: Navigate Quick Search Yes Image: Navigate Success! Vick Search Yes Yes
You will receive an email confirmation to your CSUF email address.	You will see a screen notifying you that your appointment has been scheduled.	
	You will receive an email confirmation to your CSUF email address.	Appointment Scheduled Great job scheduling your appointment! Wiew Appointments Schedule Another Appointment E