Instructions for Scheduling an Advising Appointment with the Business Advising Center

Click on the **Navigate Link** (also located on the BAC website)

Click on “Login with your school account”
And use your CSUF username and password

From the left-hand menu, click on “Appointments”

Click on the **Make an Appointment** blue button on the top right.
1. What type of appointment would you like to schedule?
   Please select “Advising”

2. Service:
   Please select “Advising”

3. Pick a date

4. Click “Find Available Time”
Choose the Advising Location

Multiple advising locations on campus will be listed but be sure that you only view the appointments for the “Business Undergraduate Advising Center SGMH-1201”

Once clicked, all available appointments will populate. Select your desired appointment from the list.

**NOTE:** if there are no appointments available, the “Business Undergraduate Advising Center SGMH-1201” location will not appear.

Appointments may be scheduled no more than one week in advance.

Therefore, you should check the next morning as appointments will open on a rolling basis.
Optional: Choose an Advisor

If you would like to meet with a specific advisor, select the “Staff” drop-down menu to choose a specific advisor to meet with.

OR

Leave blank if you have no preference and are looking for the first available appointment.

Confirm your Appointment

Make sure to review that you have selected the correct day/time and check the boxes to receive an email and/or text message reminder.

Click “Schedule”
Complete!

You will see a screen notifying you that your appointment has been scheduled. You will receive a reminder of your appointment.