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”**

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**NOTE:**  
Appointments may be scheduled **no more than one week in advance.**  
Once capacity is reached for the week, it may look like there are no additional appointments available.  
Please check the next morning as appointments will open on a rolling basis.
Choose the Advising Location

Multiple advising locations on campus will be listed.

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.

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.