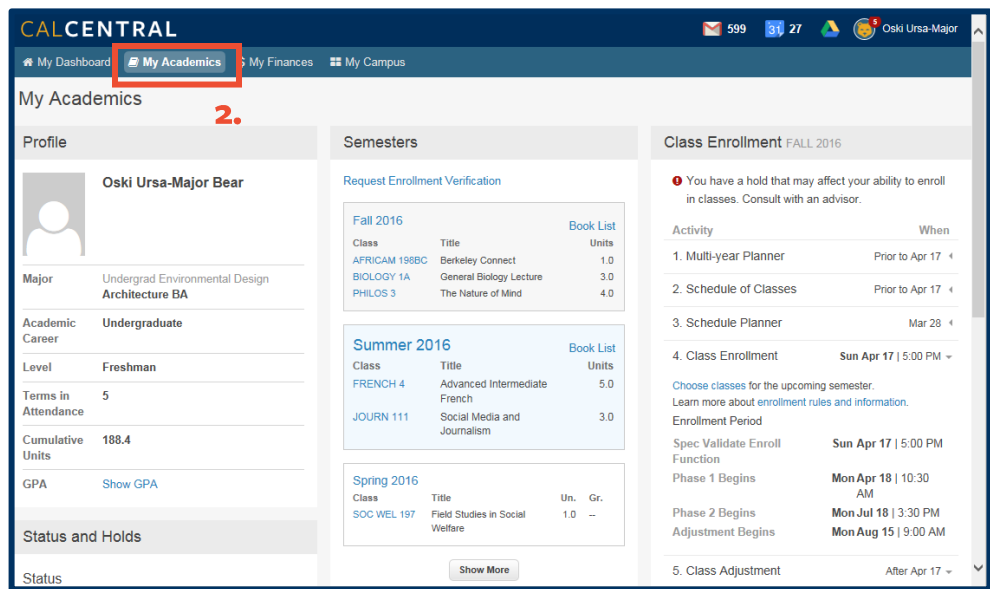


# Advising Appointments

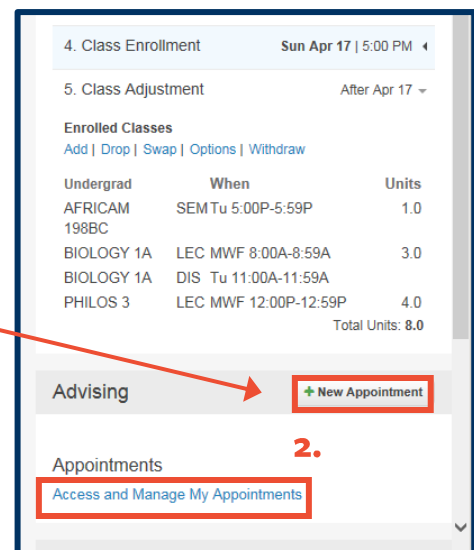
Advising appointments can be made by either the student or the advisor, although it is preferable for the student to make them. This job aid demonstrates the steps a student would take to book an appointment with his/her advisor.

1. After logging in to CalCentral ([calcentral.berkeley.edu](http://calcentral.berkeley.edu)) using a CalNet ID and passphrase, the student arrives at the Cal Central **My Dashboard** page.
2. Here, the student should click the **My Academics** link.

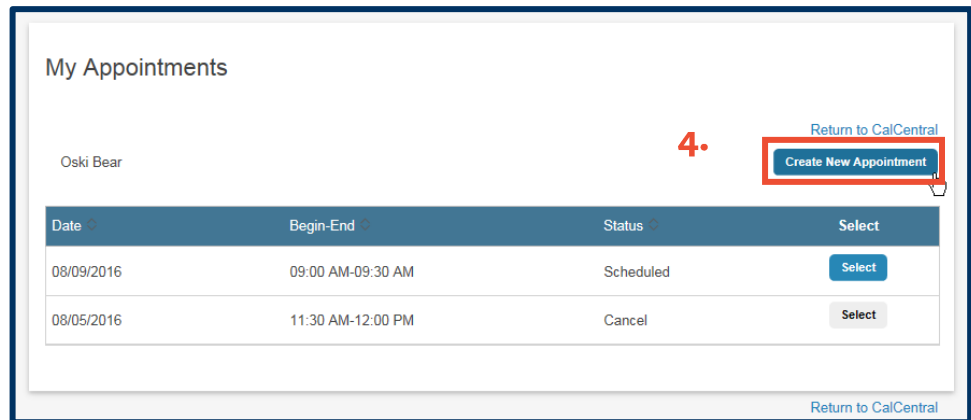


3. Below the right-hand **Class Enrollment** section, the student will find the **Advising** section.

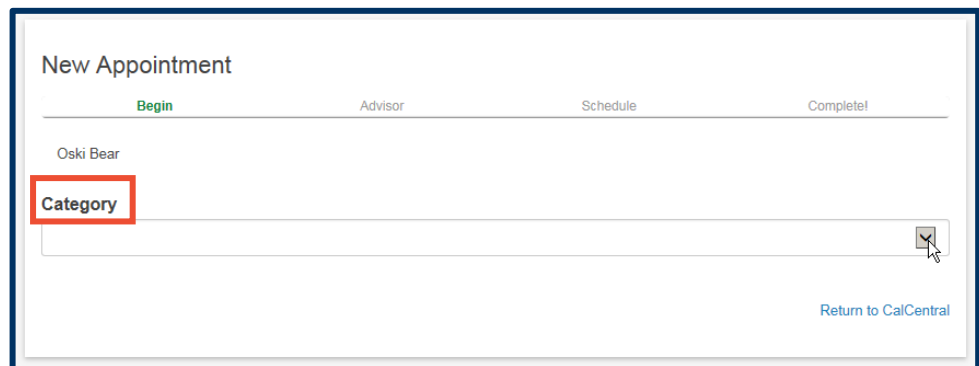
There are two links within the **Advising** card that will lead the student to a module through which one or more appointments can be booked.



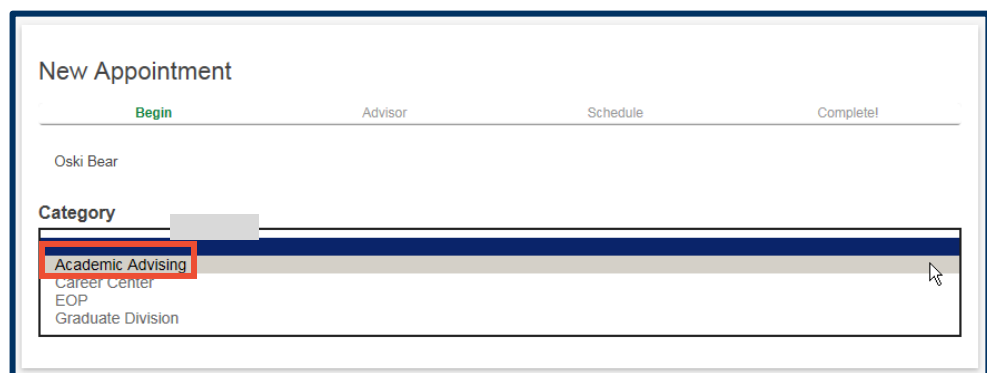
- The student will click either link, which brings them to the Campus Solutions log in, and then the first page for booking appointments, the **My Appointments** page. The next step is to click the **Create New Appointment** button.



- The following page allows the student to choose a **Category** of appointment.



- From here, the student selects which category type of appointment he/she requires. in this instance the student has selected **Academic Advising**.



7. The next step is to click the drop-list arrow for **Appointment Reason**.

The screenshot shows the 'New Appointment' form with the following elements:

- Progress bar: **Begin** (active), Advisor, Schedule, Complete!
- Student Name: Oski Bear
- Category: Academic Advising
- Appointment Reason: A dropdown menu with a small arrow icon on the right, highlighted by a red box and labeled with a red '7.'.
- Bottom right: [Return to CalCentral](#)

8. The student selects from a list of reasons.

The screenshot shows the 'New Appointment' form with the 'Appointment Reason' dropdown menu open. The following elements are visible:

- Progress bar: **Begin** (active), Advisor, Schedule, Complete!
- Student Name: Oski Bear
- Category: Academic Advising
- Appointment Reason: A list of reasons is displayed, with 'Excess Units' highlighted in blue and enclosed in a red box. A red '8.' is placed to the right of the list.
- Other reasons in the list include: Advising Hold, Appeal Procedures, Career Planning, Change of College, Concurrent Enrollment, Dbl Major/Simultaneous Degree, Deans Conference Preparation, Degree Check, Graduate Finance Disbursement, Graduate Student Committee, Incompletes, Late Change of Schedule, Petition for Reinstatement, Pre-Health Career Advising, Probation/Dismissal, Program Planning, Reading & Composition, and Reason Not Listed.

- 9. An appointment **Duration Time** must also be chosen. These times are determined by the departments and colleges. for example, some offer only 30-minute appointments; others, 15- and 30-minute appointments.

9.

The screenshot shows the 'New Appointment' form with the following fields: 'Begin' (with sub-links: Advisor, Schedule, Complete!), 'Oski Bear', 'Category' (Academic Advising), 'Appointment Reason' (Excess Units), 'Duration Time' (30 Minutes), and 'Appointment Type'. The 'Duration Time' field is highlighted with a red box. A 'Return to CalCentral' link is at the bottom right.

- 10. Following that, choose an **Appointment Type**.

10.

The screenshot shows the 'New Appointment' form with the 'Appointment Type' dropdown menu open. The options are Google Hangout, In Person, Phone, and Skype. The 'In Person' option is highlighted with a red box. The 'Duration Time' field is now set to '30 Minutes'.

- 11. The next step is to **Select Advisor**.

The screenshot shows the 'New Appointment' form with the 'Advisor' step selected. The form includes fields for 'Category' (Academic Advising), 'Appointment Reason' (Excess Units), 'Duration Time' (30 Minutes), and 'Appointment Type' (In Person). A red box highlights the 'Select Advisor' button, which is being clicked by a mouse cursor. The number '11.' is displayed in red at the bottom center of the form.

- 12. If necessary—for example, when a student wants to speak to an advisor from a different college or department—he/she will select the college from the **College** drop list. (This selection would reflect one about which the student is seeking counseling.)

12.

The screenshot shows the 'New Appointment' form with the 'College' field highlighted by a red box. The 'College' dropdown is set to 'Undergrad Environmental Design'. Below this, the 'Major / Minor' field is set to 'Architecture BA'. Two advisor options are listed: 'Marge Advisor' and 'Mavis Advisor', each with a 'Select Advisor' button. The number '12.' is displayed in red to the left of the form.

13. If the student wishes to speak with an advisor from a different major or minor, he/she clicks on the **Major / Minor** drop list. (This selection would reflect one about which the student is seeking counseling.)

13.

Begin | Advisor | Schedule | Complete!

Oski Bear

College: Undergrad Environmental Design

Major / Minor: Architecture BA

Advisor: Susan Hagstrom | Major/Minor Advisor

Location: Not Available | Email: hagstrom@berkeley.edu

Select Advisor

Advisor: Margie Advisor | Major/Minor Advisor

Location: Not Available | Email: [Redacted]

Select Advisor

Margie Advisor

Begin | Advisor | Schedule | Complete!

Do Hee An

Return to Main page

College: Undergrad Letters & Science

Major / Minor: [Open List]

- Sociology BA
- Paleontology BA
- Peace & Conflict Studies BA
- Peace & Conflict Studies BA
- Philosophy BA
- Physical Sci Field Major BA
- Physics BA
- Physiology BA
- Planetary Science BA
- Pol Econ of Indust Soc BA
- Political Economy BA
- Psychology BA
- Public Health BA
- Religious Studies BA
- Rhetoric BA
- Scandinavian BA
- Slavic Lang & Lit BA
- Social Sciences Field Maj BA
- Social Welfare BA
- Sociology BA

Advisor: Margie Advisor | Major/Minor Advisor

Location: Not Available | Email: [Redacted]

Select Advisor

Advisor: Mavis Advisor | Major/Minor Advisor

Location: Not Available | Email: [Redacted]

Select Advisor

- Depending on the number of majors (and minors) a student has chosen, he/she will see one or more advisors listed in the lower part of the window. Clicking on the Select Advisor button for one of the advisors will begin the process of making an appointment with *that* advisor.

**14.**

- The student next arrives at the appointment date/time selection window.

Here, the student can insert a note, choose a time, and choose a date for the appointment.

**15.**

16. Following that, the student selects a date and time

17. Then clicks the **Select Time** button.

18. The following page displays all the information about the appointment.

19. To complete the process, the student will click the **Book It!** button, after which an email will be sent to the advisor.

18.

19.



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## Support:

For questions or assistance, please contact SIS Support.

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)

For job aids and videos, visit [sis.berkeley.edu](http://sis.berkeley.edu)