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) 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.
4. 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.

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

6. 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**.

![Appointment Reason](image1)

8. The student selects from a list of reasons.

![Appointment Reason](image2)
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.

10. Following that, choose an **Appointment Type**.
11. The next step is to **Select Advisor**.

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.)
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.)
14. 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.

15. 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.
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.
Support:

For questions or assistance, please contact SIS Support.

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

For job aids and videos, visit sis.berkeley.edu