Booking an Advising Appointment (As a Student)

Navigate to My Appointments from the CalCentral My Academics page: From here you can create a new appointment or view details and make changes to an upcoming appointment.

1. Create a New Appointment

From My Appointments, click Create New Appointment.
Select the **Academic Advising** category.

You will need to search for a specific **Advisor Type**. If you are declared, the **College** and **Advisor Type** will automatically populate with the college and department of your declared major. If you are undeclared it will populate with your college and “**College Advisor**” as your advisor type.

**NOTE:** If you would like to talk to an advisor for a different major (e.g., if you are thinking of changing majors or double majoring) you will need to search for the desired college and department.
You will then need to choose an appointment reason from one of the following (reasons may vary by department):

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Appointment Reason
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Advising Hold
Appeal Procedures
Career Planning
Change of College
 Concurrent Enrollment
Dbi Major/Simultaneous Degree
Deans Conference Preparation
Degree Check
Excess Units
Incompletes
Late Change of Schedule
Petition for Reinstatement
Pre-Health Career Advising
Probation/Dismissal
Program Planning
Reading & Composition
Reason Not Listed
SAP Appeal
Selecting/Changing Major
Study Abroad/Ed Abroad Program
Transfer Coursework
Undeclared Senior Block
Withdrawal
```

Next, select a **Duration Time** and **Appointment type**. The duration times available will depend on the restrictions of the specific advisor’s unit. Some units only allow 30 min time slots; others will allow you to choose between 15, 30 or 45-minute time slots. The **Appointment Types** available will also vary. An advisor can choose to take **In Person, Phone, Skype** or **Google Hangout** appointments.

Once you have selected your desired **Duration Time** and **Appointment Type**, click **Select Advisor** to be taken to a list of advisors with criteria matching yours.
This page displays the available time slots for each advisor with matching criteria. If no advisors match your criteria you will need to Return to Main page and try a different input. You can review the advisor’s information at the top of each block of time slots. In this example, Oski Advisor is listed first because he is the student’s assigned advisor.

You can toggle through to future dates by clicking Next Days. When you see the desired date, click the arrows to see the advisor’s available times for that day. Once you have chosen your desired date and time, click Select Time.
Review all of the information and add any additional information you would like the advisor to have.

**NOTE:** If you have any additional reasons for booking the appointment, list them here.

When you have double-checked all of the information, click **Book It!**

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**2. View and Make Changes to and Existing Appointment**

Back on the *My Appointments* page, you will see your upcoming and past appointments. You can order these by **Date**, **Begin-End** time, **Appointment ID**, or **Status**. Click **Select** to see more details about an appointment.
You can cancel your appointment by clicking **Cancel Appointment** then confirm the cancelation.

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**Support:**

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press option 6)
- 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 other jobs aids and videos, go to:

- [http://sis.berkeley.edu/students](http://sis.berkeley.edu/students)