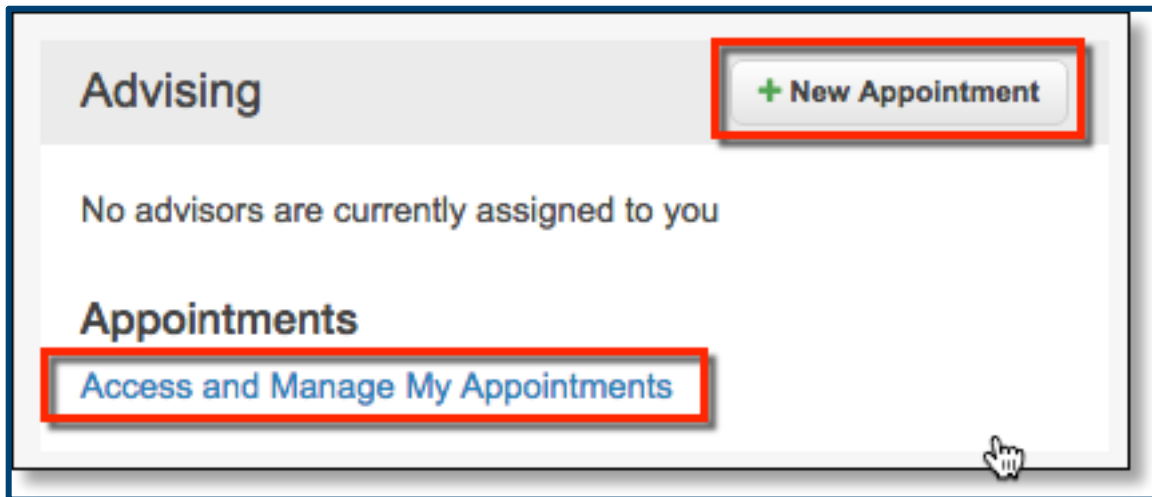


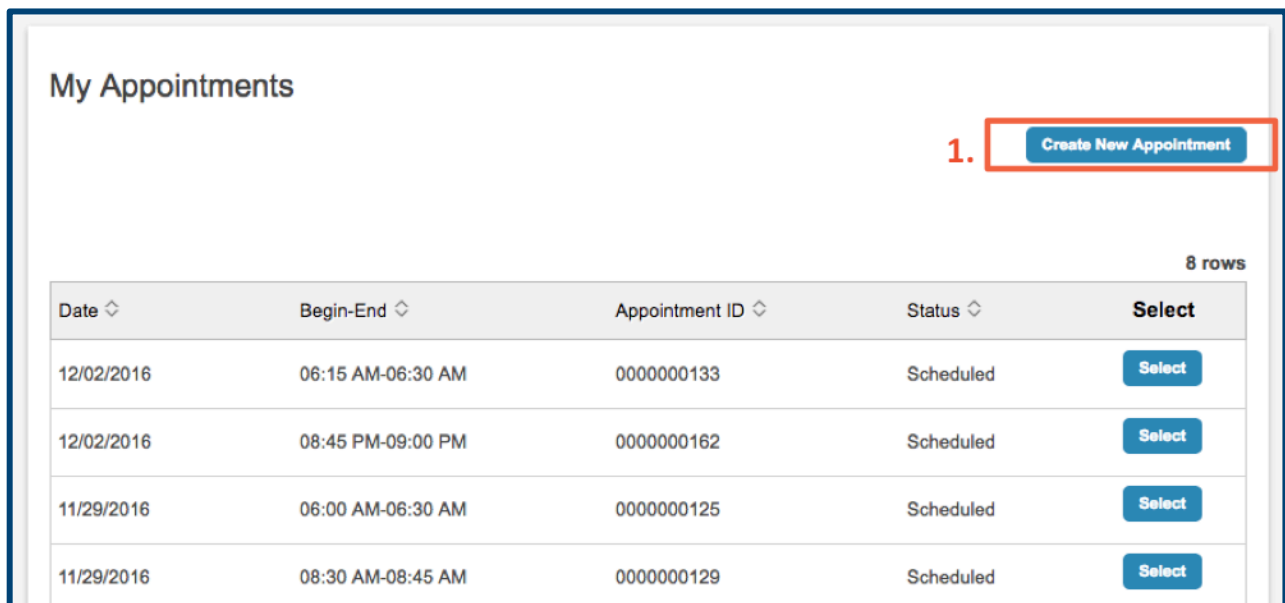
Booking an Advising Appointment (As a Student)

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.

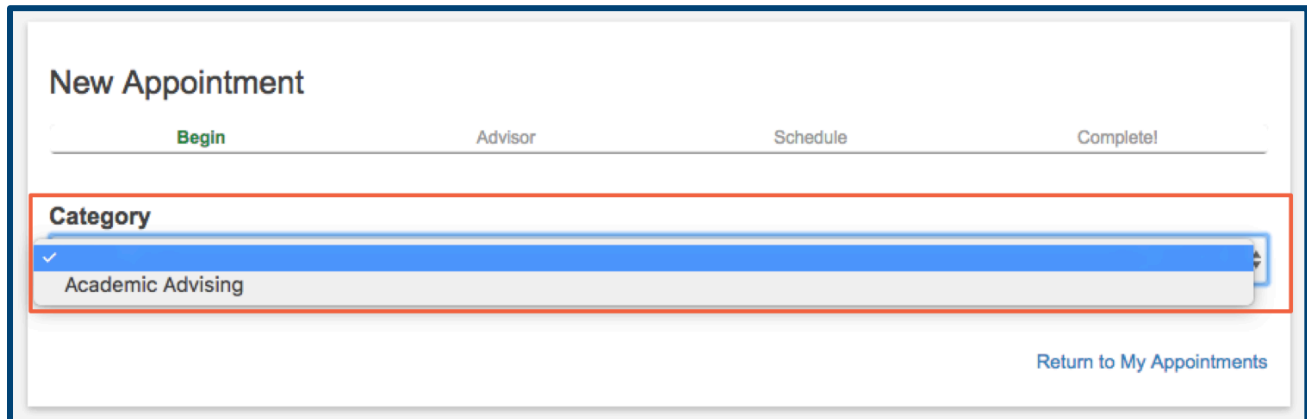


1. Create a New Appointment

From **My Appointments**, click **Create New Appointment**.



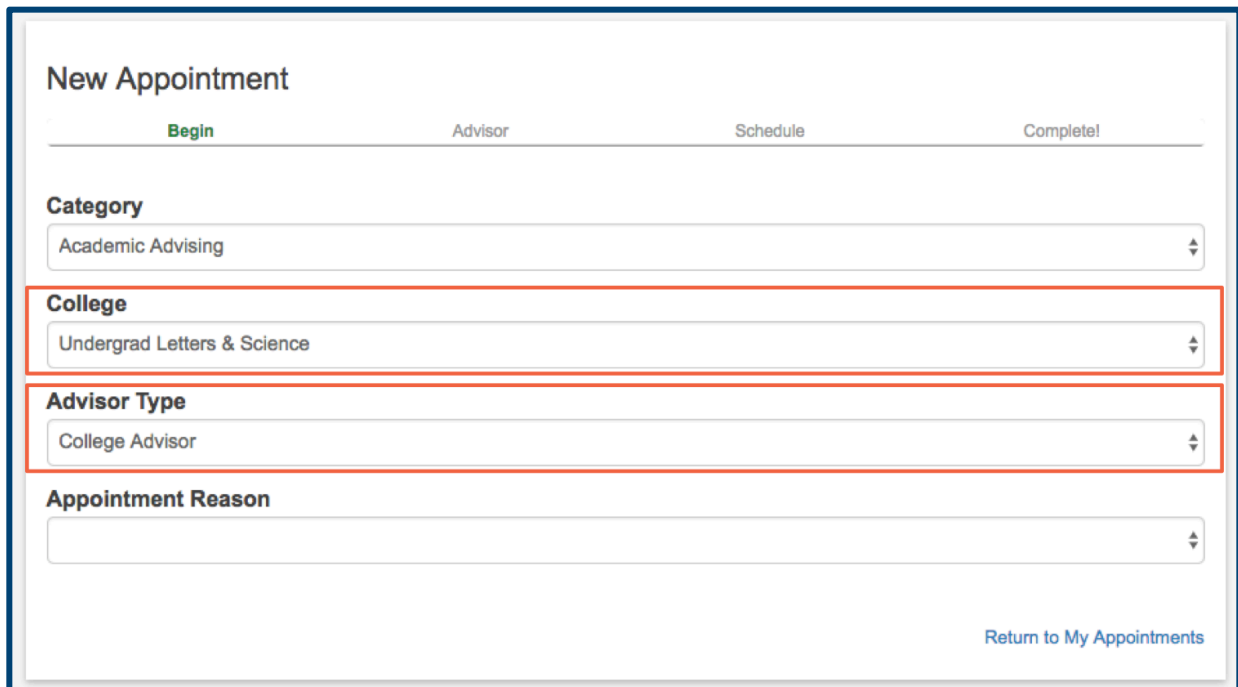
Select the **Academic Advising** category.



The screenshot shows the 'New Appointment' form with a progress bar at the top containing 'Begin', 'Advisor', 'Schedule', and 'Complete!'. The 'Begin' step is active. Below the progress bar, the 'Category' dropdown menu is open, showing 'Academic Advising' as the selected option. A red box highlights the 'Category' dropdown and its options. A 'Return to My Appointments' link is visible at the bottom right.

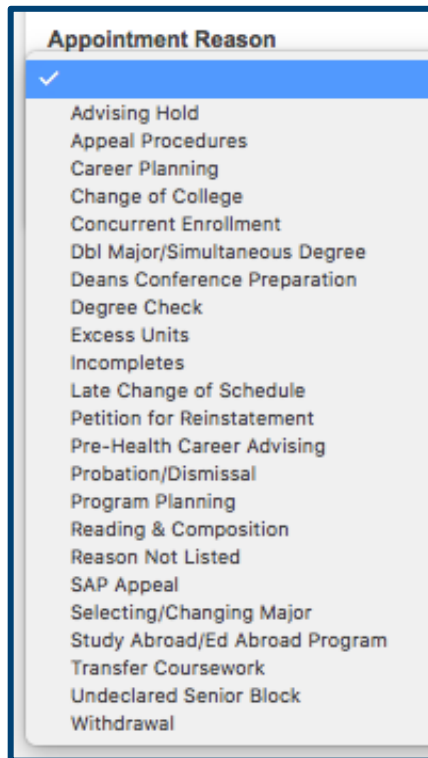
You will need to search for a specific **Advisor Type**. If you are declared, the **College** and **Advisor Type** will automatically populate with the college and department of your declared major. If you are undeclared it will populate with your college and “**College Advisor**” as your advisor type.

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.



The screenshot shows the 'New Appointment' form with the same progress bar. The 'Category' dropdown is now closed, and 'Academic Advising' is displayed. Below it, the 'College' dropdown is open, showing 'Undergrad Letters & Science'. The 'Advisor Type' dropdown is also open, showing 'College Advisor'. The 'Appointment Reason' dropdown is closed. Red boxes highlight the 'College', 'Advisor Type', and 'Appointment Reason' dropdowns. A 'Return to My Appointments' link is visible at the bottom right.

You will then need to choose an appointment reason from one of the following (reasons may vary by department):



Appointment Reason

- ✓ Advising Hold
- Appeal Procedures
- Career Planning
- Change of College
- Concurrent Enrollment
- Dbl 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.



Appointment Reason
Advising Hold

Duration Time
30 Minutes

Appointment Type
In Person

Select Advisor

[Return to My 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.

Begin **Advisor** **Schedule** **Complete**

[Refresh Appointment Availability](#) [Return to Main page](#)

Advisor Oski Advisor **Assigned**

Location 2850 Telegraph **Email** oskiadvisor@berkeley.edu **Telephone** 510/111/0000

12/02/2016 Friday	12/05/2016 Monday	12/06/2016 Tuesday	12/07/2016 Wednesday	12/08/2016 Thursday
Time selected Choose Time	Time selected Choose Time	Time selected Choose Time	Time selected Choose Time	Time selected Choose Time
Select Time	Select Time	Select Time	Select Time	Select Time

< Prev Days [Next Days >](#)

Advisor Sather Advisor **Major/Minor Advisor**

Location Mondays @ 206 Evans Hall **Thursdays @** Dwinelle Hall **Email** gte@berkeley.edu **Telephone**

12/02/2016 Friday	12/05/2016 Monday	12/06/2016 Tuesday	12/07/2016 Wednesday	12/08/2016 Thursday
Time selected Choose Time	Time selected Choose Time	Time selected Choose Time	Time selected Choose Time	Time selected Choose Time
Select Time	Select Time	Select Time	Select Time	Select Time

< Prev Days

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**.

12/05/2016
Monday

Time selected

- ✓ Choose Time
- 08:00 AM-08:30 AM
- 08:30 AM-09:00 AM
- 09:00 AM-09:30 AM
- 09:30 AM-10:00 AM
- 10:00 AM-10:30 AM
- 10:30 AM-11:00 AM

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!**

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.

Date	Begin-End	Appointment ID	Status	Select
12/02/2016	06:15 AM-06:30 AM	0000000133	Scheduled	Select
12/02/2016	08:45 PM-09:00 PM	0000000162	Scheduled	Select
11/29/2016	06:00 AM-06:30 AM	0000000125	Scheduled	Select
11/29/2016	08:30 AM-08:45 AM	0000000129	Scheduled	Select

You can cancel your appointment by clicking **Cancel Appointment** then confirm the cancelation.

The screenshot shows a web form titled "Existing Appointment" with a "Return to My Appointments" link in the top right. The form contains several dropdown menus: "Category" (Academic Advising), "Appointment Reason" (Advising Hold), "Duration Time" (30 Minutes), and "Appointment Type" (In Person). Below these are fields for "Date" (Monday December 05), "Begin" (9:00AM PST), "End" (9:30AM PST), "Appt ID" (0000000170), "Advisor", "Location" (2850 Telegraph), and "Email". A text box contains the message "Please arrive on time to you appointment." At the bottom left, a "Cancel Appointment" button is highlighted with a red rectangle. An orange arrow points from this button to a confirmation dialog box. The dialog box has a title bar and contains the text "Are you sure you want to Cancel this appointment?" with "Yes" and "No" buttons. The "Yes" button is highlighted with a blue rectangle. The dialog box also shows a timestamp "9:30AM PST" in the bottom left corner. A "Return to My Appointments" link is also present at the bottom right of the form.

Existing Appointment

Return to My Appointments

Category
Academic Advising

Appointment Reason
Advising Hold

Duration Time
30 Minutes

Appointment Type
In Person

Date Monday December 05

Begin 9:00AM PST End 9:30AM PST

Appt ID 0000000170

Advisor

Location 2850 Telegraph

Email

Please arrive on time to you appointment.

Cancel Appointment Status Scheduled

Return to My Appointments

Are you sure you want to Cancel this appointment?

Yes No

9:30AM PST

Support:

For questions or assistance, please contact the SIS Project:

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

For other jobs aids and videos, go to:

- <http://sis.berkeley.edu/students>