## **Appointment Procedures & Guidelines**

- To schedule an appointment with an academic advisor click on the link on the right-hand side of our home page called CSULB Advisor Connect.
- You can only schedule an appointment up to two weeks in advance.
- If you have been disqualified from the University you must attend a Reinstatement Workshop in the <u>University Center for Undergraduate Advising</u> (UCUA) before you can make an appointment with an advisor. To register call UCUA at (562) 985-4837.

## **Appointment Information:**

Bring your CSULB ID card

## **Late Appointments**

- Advising appointments are scheduled for 30 minute sessions, so it is recommended that you arrive 10 minutes early.
- Your appointment may be cancelled if you are 10 minutes late.

## **Cancellations**

- If you cannot keep an appointment, you must cancel the appointment at least 24 hours in advance.
- Please be courteous to other students by planning ahead (cancel or reschedule in a timely fashion). This will help open up time slots for other students.