Scheduling an Advising Appointment

1)
LOG IN

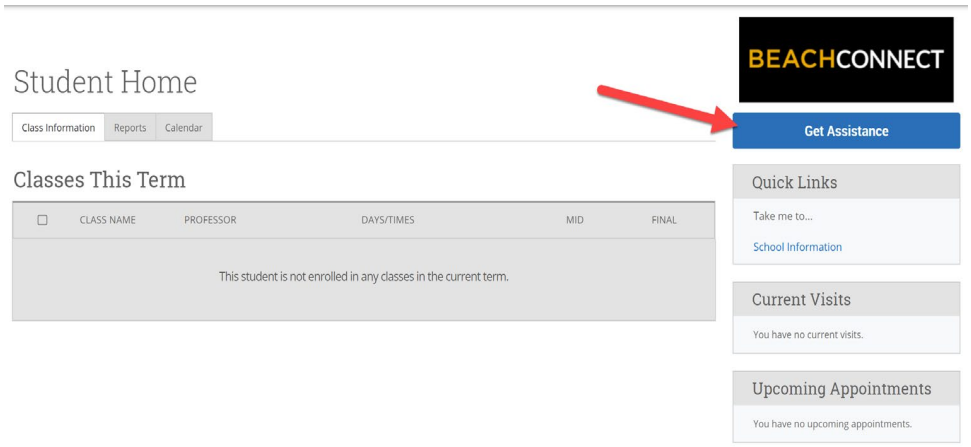
Log in using Single Sign-On

https://sso.csulb.edu

Use your **email** and **Beach password** (same as used for MyCSULB/BeachBoard). **Click on the BEACH CONNECT button.**

2)
GET ASSISTANCE

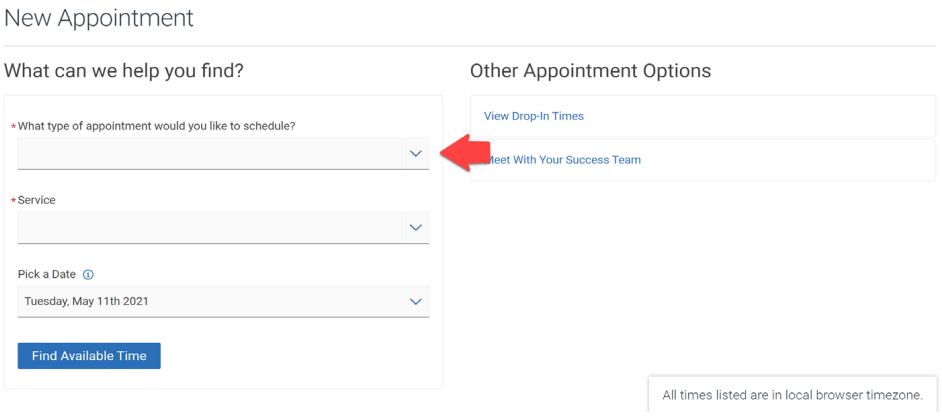
On the far right side, click the **"Get Assistance"** Button to schedule an advising appointment.



3)
CHOOSE TYPE

From the drop down menu **choose the type of appointment you would like to schedule.** For an advising appointment with us, choose:

- **Academic Advising**

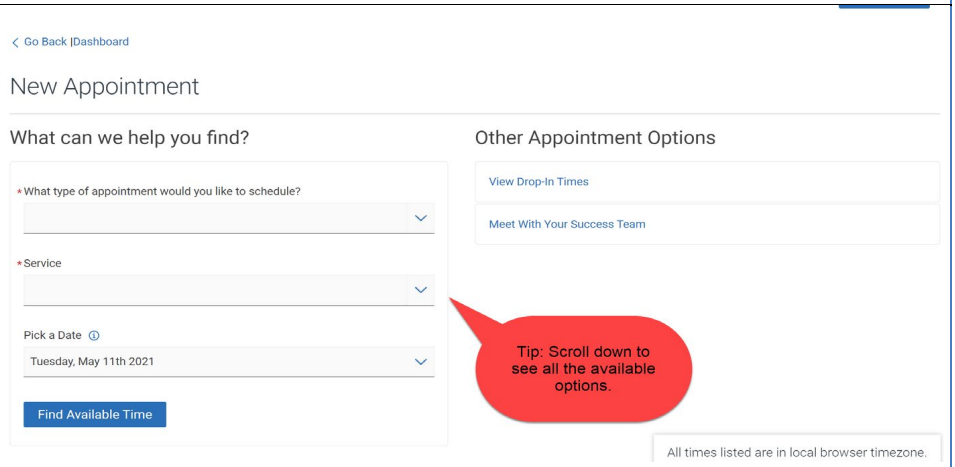


4)

SELECT SERVICE

Choose the reason for your appointment.
Scroll down to see options. Select.

Click **Find Available Time.**

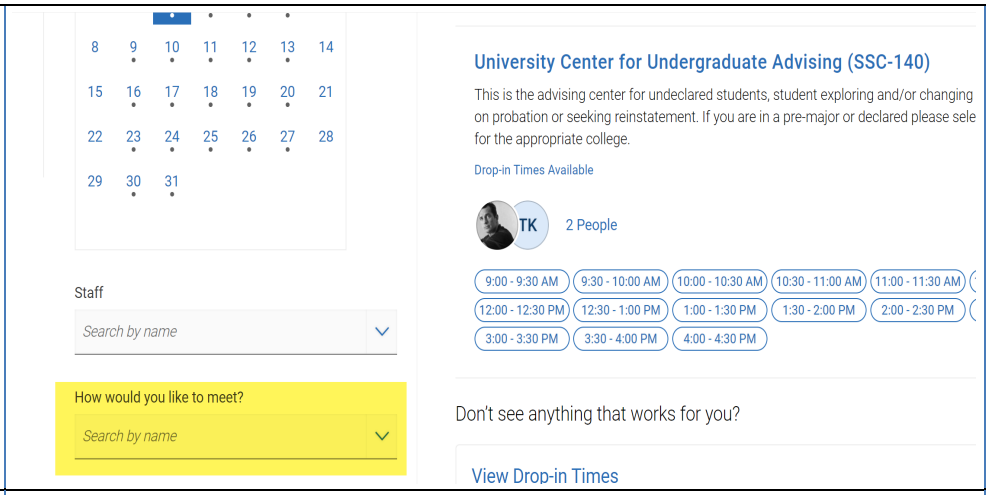


5)

CHOOSE A MEETING TYPE.

Scroll down and **select how you want to meet with an Advisor.**

You can choose **In Person, Online, or Phone**.

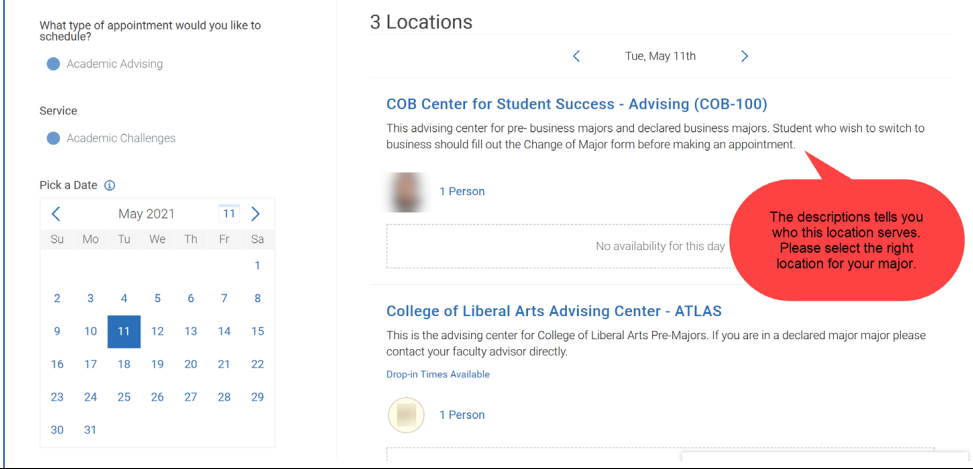


6)

CHOOSE A LOCATION

Select your advising center by clicking on the appropriate Location.

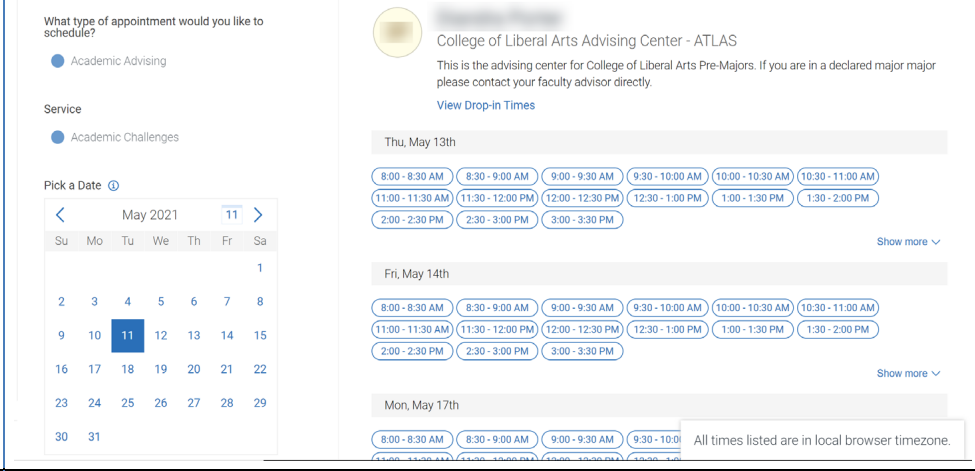
For Liberal Studies Academic Advising, select the **College of Education - Liberal Studies Advising (EED-67)**



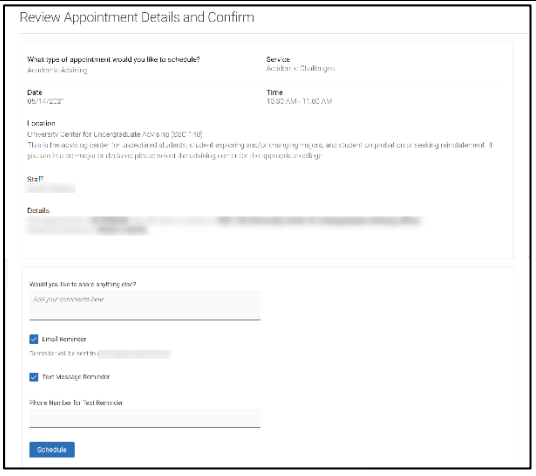
7)
SELECT A DAY AND TIME

Choose the day and time that fits with your schedule. If none of the available times work for you, refer to the Department of Liberal Studies Website for drop-in advising or email us at Ced-LibSt@csulb.edu.

Days and times are listed up to two weeks in advance, at most.



8)
CONFIRM

Review the **Appointment Details** and select the method you wish to receive your reminder: email or text.

Provide a few **brief notes** about what you'd like to discuss with your advisor in the comment box. This helps with preparation for your advising appointment.