

STUDENT HOME FOR SCHEDULING APPOINTMENTS

- 1. Student logs in TSC.
- 2. From the Student Home page, click on Schedule an Advising or Tutoring Appointment.

Classes This Term					Quick Links
CLASS NAME APP-315-42 (46763)-LEC Asian Pop Cult & Globalization	PROFESSOR Joshua Nettles	DAYS/TIMES	MID	FINAL	Take me to School Information
CHE-108-10 (47710)-LAB Intro To Collge Chemistry	Kevin Nguyen	R 6:30p-9:20p PT Alternative Instruction 145- INST145			Current Visits
CHE-108-03 (47703)-DIS Intro To Collge Chemistry	Hyun Ko	TR 1:00p-2:50p PT Alternative Instruction 57- INST57			You have no current visits.
HEA-201-07 (47762)-LEC Health Systems & Perspectives	Criss Moreno	T 7:00p-9:45p PT Alternative Instruction 42- INST42			Upcoming Appointments
SBS-318-06 (46267)-LEC Cultural Pluralism:		TR 4:00p-5:15p PT Alternative Instruction 38- INST38			rou nove no upcoming appointments.
EAB Privacy Policy Legal Disclaimer Terms of Use Download Acrobat Reader c 2020 EAB, All Rights Reserved.					Page last retreshed at 2:39pm All times listed are in Pacific Time (US i

3. Student selects what type of appointment to schedule

🙆 NAVIGATE 🔤 🗆		Fall 2020 🔹 🔵 👻
	Service > Location & Staff > Select Time > Confirm	
Schedule Appointment		
	What type of appointment would you like to schedule?	
	- please choose one	
	Advising	
	Tutoring	



4. Student selects the reason for the appointment.

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🙆 NAVIGATE 🔤 🗖		Fall 2020 👻 🦳 👻
Schedule Appointment	What type of appointment would you like to schedule? Arbring Please select the the reason for the appointment. Onine Academic Advising Next	

5. Student selects the location of the appointment.

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	Service > Location & Staff > Select Time > Confirm	
Schedule Appointme	ent	
	With which Advising Location would you like your appointment? NOTE: All services are virtual this time. Details will display when you confirm the appointment. - please choose one - - please choose one - CHISH Advising Center ONLINE: Investing Advisinent Center Transfer to Success Thio Student's Support Services & AS 300	



6. The student can leave this field blank (screenshot #1) and click Next if they don't have a preference.

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	Service > Location & Staff > Select Time > Confirm		
Schedule Appointment			
	With which Advising Location would you like your appointment? NOTE: All services are virtual this time. Details will display when you confirm the appointment. UNLWE Pre-Health If no Advisors are listed below, or you don't see your Advisor listed, click Next to view availability or to submit a request for an appointment. If no Advisors are listed below, or you don't see your Advisor listed, click Next to view availability or to submit a request for an appointment. If product there appelerence, just disk listed. Yeach		

If students click on the field, they will see a list of available advisors for the location to select from.

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î∩ ĭ≥	Schedule Appointment	Service > Location & Staff > Select Time > Confirm		
Ē		With which Advising Location would you like your appointment? NOTE: All services are virtual this time. Details will display when you confirm the appointment. OKLINE Pre-Health If no Advisors are listed below, or you don't see your Advisor listed, click Next to view availability or to submit a request for an appointment. I Remgis. Helon Sit, Parick Auron, Natale Back Next		



7. The window of the available times will now be displayed.

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NAVIGATE 🖴 🗆						Fall 2020 🔹 🔘 👻
				Service > Location & Sta	iff > Select Time > Confirm	
Schedule Appointment						
Scheddle Appointment						
	<	Times Fror	n August 28 To Se	eptember 01		
	Fri, Aug 28	Sat, Aug 29	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	
	Morning	Morning	Morning	Morning 8 Available	Morning	
	Afternoon N/A	Afternoon _{N/A}	Afternoon _{N/A}	Afternoon	Afternoon N/A	
	* All times listed are in Paci	fic Time (US & Canada).			refreshed at 2:57pm PT.	
	 Back 				Next	

8. Student will click on one of the blue boxes and the system will now display the available times the student can choose from.

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					Service > Location & Staff	> Select Time > Confirm	
\leq	Schedule Appointment						
鱑		<	Times From	n August 28 To Ser	ptember 01	>	
		Fri, Aug 28	Sat, Aug 29	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	
		Morning N/A	Morning N/A	Morning N/A	Close 8:00am PT	Morning N/A	
		Afternoon _{N/A}	Afternoon _{N/A}	Afternoon N/A	8:30am рт 9:00am рт	Afternoon N/A	
		* All times listed are in Pacifi	c Time (US & Canada).		9:30ат рт	refreshed at 2:57pm PT.	
		◄ Back			10:00am PT 💡	Next	



9. Student selects the time and clicks Next.

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Schedule Appointment				Service > Location & Staff	> Select Time > Confirm	
i	<	Times Fron	n August 28 To Se	ptember 01	>	
	Fri, Aug 28	Sat, Aug 29	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	
	Morning _{N/A}	Morning _{N/A}	Morning N/A	Close	Morning N/A	
	Afternoon N/A	Afternoon _{N/A}	Afternoon N/A	12:30pm рт	Afternoon N/A	
	* All times listed are in Pacif	ic Time (US & Canada).			refreshed at 3:08pm PT.	
	 Back 		L		Next ►	

10. After making all their selections, the student will see a confirmation page with the details of their appointment. In addition, it will include additional details for the student (usually instructions and the zoom link for the appointment). They have the option to use the 'Comments' box to leave a note for the staff member about what they are hoping to discuss in the appointment. The student will also have two options for receiving a reminder about the appointment; they can opt in or out of receiving an email and/or text message about the appointment. Lastly, the student clicks 'Confirm Appointment'.

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			Service > Location & Staff > Select Time > Confirm			
	Schedule Appointment					
鱑		Your appointment has not been scheduled yet. Plea	se review and click Confirm Appointment to complete.			
		Appointment Details				
		Who: Joeilin Abcede with Helen Remigio Why: Opline Academic Advising	When: Monday, August 31 12:00pm - 12:30pm PT			
		The second secon	WIELE, ONLINE, FIEMBART			
		Additional Details	https://csudh.zoom.us/j/98523909796 least			
		10 minutes of your appointment time:				
		1. Login in to TSC.				
		 Before clicking on the Check in button, please of up the appointment first so you can open up the z link provided in this appointment. 	spen zoom			
		3. Once you launch the Zoom meeting, close the window out.				
		4. Now click on the Check-In button.				
		Before you confirm your appointment, please ent any details for the reason of your appointment be	er Iow.			
		Is there anything specific you would like to discuss with Helen ?	Send Me an Email			
		Comments for your staff	∐Send Me a Text			



- 11. The student must click Confirm Appointment to complete this appointment scheduling. If the student does not click on the Confirm Appointment button, the appointment will not be saved.
- 12. Once it's confirmed, the student will be displayed with a confirmation message. An email will also be sent to the student.

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Schedule Appointment	Success! Your Appoints	Service > Location & Staff > Select Time > Confirm ment Has Been Created	
	 Appointment Details Whe, Isolini Adocete with Hein Remigio Why: Sinde Academic Advising Why: Wink Academic Advising Why: Wink Academic Advising Why: Wink Academic Advising Why: Wink Pre-Heikt Mittimian Details More appointment, Iferste follow these steps at least 10 minutes of your appointment time: Jingin in 10 TSC Before dispointment, first so you can open up the zoom init appointment. If stras oppointment first so you can open up the zoom init appointment. And wink appointment. New click on the Check-In button. New click on the Check-In button. More you confirm your appointment, please enter an cleasils for the reason of your appointment, please enter an cleasils of the reason of your appointment, please enter an cleasils of the reason of your appointment height. 	What would you like to do now? Create Another Appointment View My Calendar Go Home	

13. On the day of appointment, student will login to TSC and they will see their appointment on their Home page in the Upcoming Appointments section. They will click **first** on the appointment before Checking in so they can launch their Zoom link provided to them first. After Zoom link is launched, close the appointment out by clicking on the X at the upper right hand corner of the box.

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	HEA-201-07 (47762)-LEC Health Systems & Perspectives	Cancel My Attendance Game	Chine Academic Advance Chine Academic Advance Chine Academic Advance Chine Chicken are Not Advance
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14. The student can now check in by clicking on the green Check-in Online button. (Note: this button will become active 15 minutes before their scheduled appointment).

Classes This Term				Quick Links
CLASS NAME	PROFESSOR	DAYS/TIMES MID	FINAL	Take me to
CHS-345-03 (46705)-LEC Identity in the Americas	Michael Gutierrez			School Information
PSY-305-01 (45999) LEC History And Systems Psych	Didra Brown	TR 7:00p-8:15p PT Alternative Instruction 88-INST88		Current Visits
PSY-330-43 (48495)-ACT Beh Statistics Res Design				You have no current visits.
PSY-330-42 (48494)-DIS Beh Statistics Res Design				
PSY-368-01 (48227)-LEC Human Sexuality		MW 8:30a-9:45a PT Alternative Instruction 41-INST41		Upcoming Appointments
				69/29/2020 10/60m PT Checklin Online
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15. Once student is checked-in, they will appear in the advisor's appointment queue.