
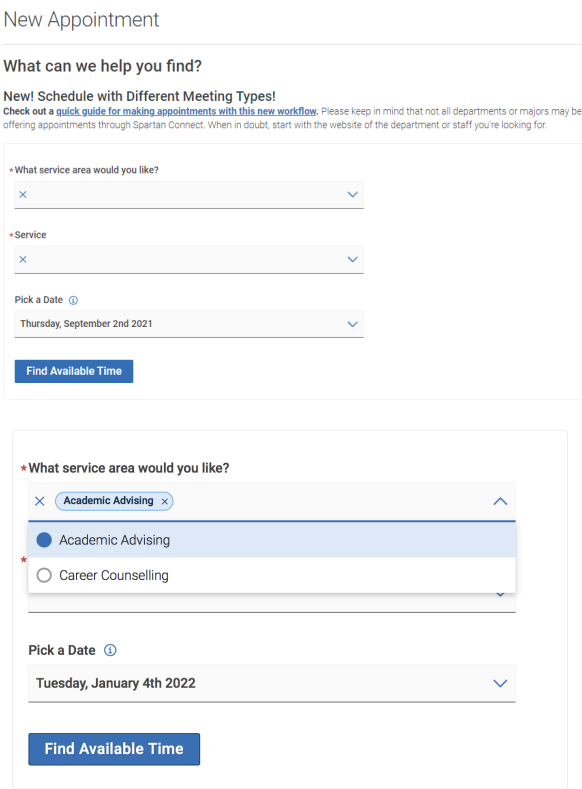


How to Guide - Schedule an Appointment

<p><b>Step 1:</b>          Click the following link: <a href="https://sjsu.campus.eab.com">https://sjsu.campus.eab.com</a></p> <p>Login with <b>SJSU Student ID</b> &amp; password credentials</p>	
<p><b>Step 2:</b>          Click on <b>Appointments, Drop-ins, and Workshops &amp; Events</b> on the right side of the screen</p>	
<p><b>Step 3:</b>          Select <b>Academic advising</b> in the first drop down menu.</p>	

**Step 4:**

In the second drop down menu, pick your desired service.

- **Advising for Majors:**
  - *Business Major Academic Planning*
- **Advising for Minors:**
  - *Business Minor Advising*
  - *Communication Studies Minor Advising*
- **General Education (GE) Advising**
  - *Policies & Procedures (i.e. grade forgiveness, forms, etc.)*
  - *Transfer Credit Equivalency*
- **Graduation Planning**
  - *Graduation Planning*
- **International Student and Study Abroad**
  - *International Student Advising*
  - *Study Abroad - Step 1: Interest*
  - *Study Abroad - Step 2: Course Equivalencies*
  - *Study Abroad - Step 3: Academic Approval Forms*
- **Major or Minor Change ONLY**
  - Change of Major into or within College of Business
  - Change of Major into or within College of Education
  - Change of Major into or within College of Engineering
  - Change of Major into or within College of Humanities & Arts
  - Change of Major into or within College of Communication Studies

\*What service area would you like?  
 X Academic Advising X

\*Service  
 X Business Major Academic Planning X

**Advising for Majors**

- Business Major Academic Planning

**Advising for Minors**

- Business Minor Advising
- Communication Studies Minor Advising

**General Education (GE) Advising**

- Policies & Procedures (i.e. grade forgiveness, forms, etc.)

- Change of Major into or within College of Physics
- Change of Major or Minor into Chicana and Chicano Studies
- **New Students**
  - *New Transfer Student*
- **Office Hours**
  - *Department Chair Office Hours*
- **Other Advising Services**
  - Confidential Matters
- **Probation, Disqualification, & Reinstatement**
  - *Disqualification/Reinstatement Advising*
  - *Former Student Returning to SJSU*
  - *University Academic Probation*
- **Procedures, Petitions, Policies & Forms**
  - *Former Student Returning to SJSU*
  - *Policies & Procedures (i.e. grade forgiveness, forms, etc.)*
  - *Transfer Credit Equivalency*
  - *Withdrawing from the Semester*

**Step 5:**

Select the date you would like to meet with an advisor and click **Find Available Time**.

**New! Schedule with Different Meeting Types!**

Ch off < September 2021 2 > [its with this new workflow](#). Please keep in mind that not all departments or majors may be available. When in doubt, start with the website of the department or staff you're looking for.

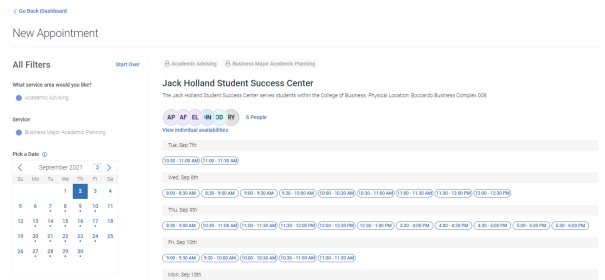
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Thursday, September 2nd 2021

**Find Available Time**

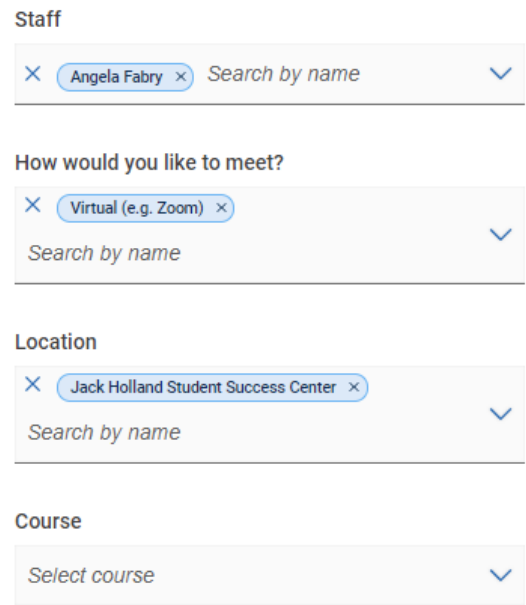
**Step 6:**

The screen will show you **all** available times and dates to meet with any advisor.



**Step 7:**

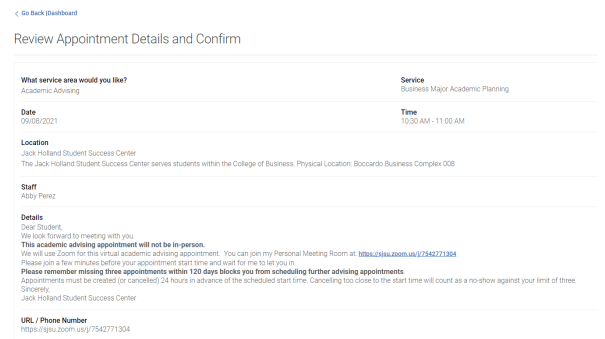
On the left, below the calendar, select **specific advisors** and the **location**. Scroll down to make your selections. **Make sure the location is Jack Holland Student Success Center.**



**Step 8:**

Select the **date** and **time** that best fits your schedule.

The screen will show “Review Appointment Details and Confirm.”



**Step 9:**

In the “Would you like to share anything else” section, fill out why you need to see an advisor.

Click **schedule** to confirm your appointment.

The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar)

\*How would you like to meet?

**Virtual (e.g. Zoom)** Search by name

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder  
Reminder will be sent to

Text Message Reminder

**Schedule**