

## How to Schedule an EOP Appointment

1. **Log into the CSUSM Appointment Scheduler:** [CSUSM Appointments](#)

The screenshot shows the CSUSM Appointments scheduler interface. On the left, under "Appointment Information", there are two sections: "Academic Advising" and "Appointment Scheduling Notes". The "Appointment Scheduling Notes" section includes a dropdown menu for "CENTER" with a red arrow pointing to it and the text "Choose Center". On the right, there is a "Sign in to Appointments" form with fields for "Campus Username" and "Password (case-sensitive)", a "Sign In" button, and a "Forgot Password?" link. Below the sign-in form, it says "You will be signed in to: The CSUSM Accademia System" and "Difficulties logging in? Contact Us".

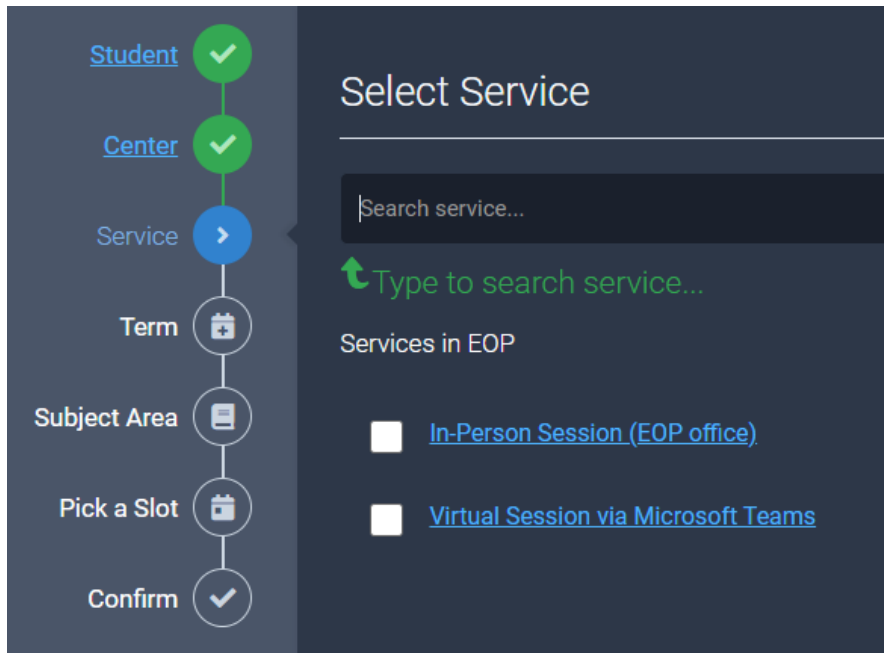
2. **Under "Upcoming Appointments", click "+ Schedule Appointment".**

The screenshot shows the "Upcoming Appointments" section. It features a dark blue background with the text "Upcoming Appointments" at the top. Below this, there are two buttons: a white button with a plus sign and the text "+ Schedule Appointment", and a blue button with a hamburger menu icon and the text "View All". At the bottom of the section, it says "No upcoming appointments..."

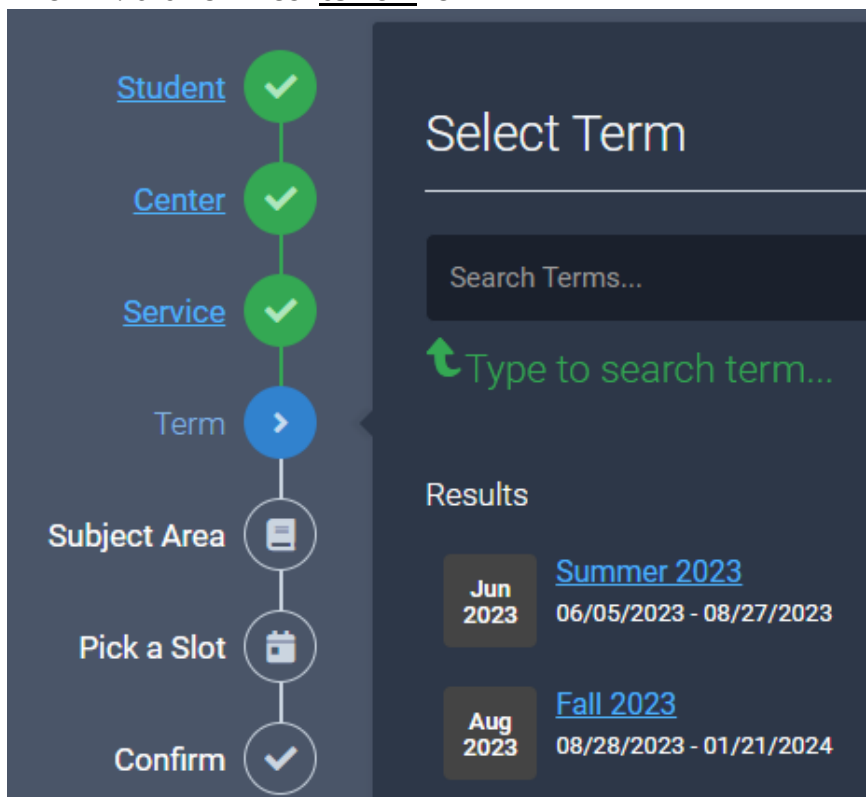
3. **"Center": select "EOP". If not shown, type it in first and then select EOP.**

The screenshot shows the "Select Center or Find Service" screen. On the left, there is a vertical navigation menu with icons and labels for "Student", "Center", "Service", "Term", "Subject Area", "Pick a Slot", and "Confirm". The "Service" icon is highlighted. The main content area has a search bar with "EOP" entered. Below the search bar, it says "Available Centers and Services" and lists "EOP" with a location pin icon. Underneath, it says "OFFERS: In-Person Session (EOP office) Virtual Session via Microsoft Teams".

4. **“Services”**: Select **ONE** of the following:
- a. **In-Person Session (EOP Office)**
  - b. **Virtual Session via Microsoft Teams**



5. **“Term”**: click on most **current** term.



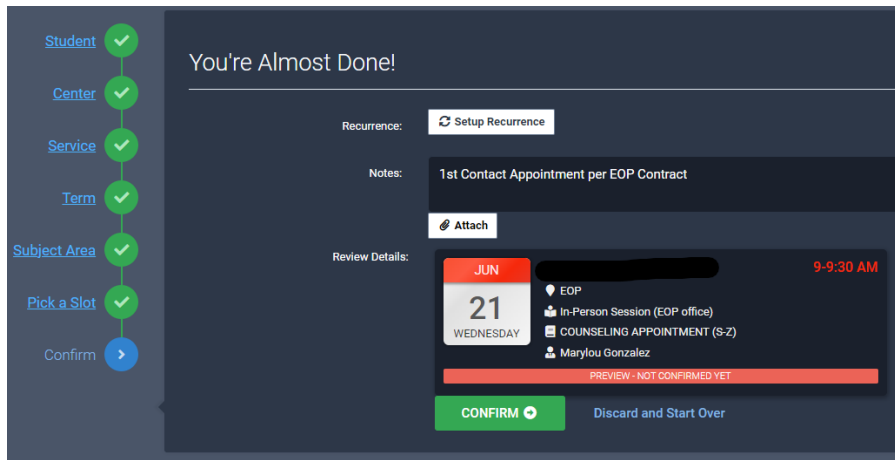
6. **“Subject Area”**: select **Counseling Appointment** (letter-letter).
- **NOTE** Students are assigned to counselors based on **LAST NAME**. You may or may not have the name letter category as shown here.

The screenshot shows a navigation sidebar on the left with steps: Student (checked), Center (checked), Service (checked), Term (checked), Subject Area (active), Pick a Slot (calendar icon), and Confirm (checked). The main content area is titled "Select Subject Area" and features a search bar with the text "Search Subject Areas...". Below the search bar is a green arrow icon and the text "Type to search subject area...". Under the "Results" section, there is a box labeled "EOP 934" and a link for "COUNSELING APPOINTMENT (S-Z) EOP-934".

7. **“Pick a Slot”**: Select a green time slot for a specific day and time you would like to meet with your counselor.

The screenshot shows the navigation sidebar with "Subject Area" checked and "Pick a Slot" active. The main content area is titled "Available Slots" and includes a "Specific Advisor" dropdown menu set to "- Any available advisor -". Below this are "Days of Week" options: "Select All", "Select None", and "Select Mon-Fri". A row of checkboxes shows all days from Sun to Sat are selected. The "Pick date and time" section has a "Duration" dropdown set to "30 minutes". Under "Wednesday, Jun 21", there is a slot for "Marylou Gonzalez" at "9:00 AM". Under "Friday, Jun 23", there are two slots for "Marylou Gonzalez" at "9:00 AM" and "9:30 AM".

8. **“Confirm”** – include your reasoning for this appointment in the **Notes** section. This helps your counselor to prepare for your appointment with them.
  - a. **Ex:** 1<sup>st</sup> contact, changing major, review class schedule, etc.



❖ **MAKE SURE TO SELECT THE GREEN “CONFIRM” BUTTON.**

9. **Ensure you have received the green confirmation screen, confirming your appointment.**



Please visit our [EOP appointments](#) page to review “Prior to your Appointment” steps to prepare for your virtual OR in-person appointment.