

# Student guide to Navigate (Runner Connect)

Runner Connect is designed to assist you with your academic success by centralizing advising and tutoring appointment scheduling. For specific questions about Runner Connect, contact your academic advisor.

## How to access Runner Connect

The first step is to log-on to Runner Connect by heading to the [Runner Connect web portal](https://runnerconnect.csub.edu/) [https://runnerconnect.csub.edu/] You must sign in with your MyCSUB NetID and password. If you have issues with your MyCSUB NetID or password, contact the IT Help Desk at 661-654-HELP or at [ServiceCenter@csub.edu](mailto:ServiceCenter@csub.edu)

## Step 1: Select the "Schedule an Appointment" option from Runner Connect.

After logging into Runner Connect, you will be taken to your Student Home Page that has an overview of your classes and student information. Click on the "Schedule an Appointment" button that is on the right side of your student dashboard.

### Student Home

Class Information Reports Calendar



Schedule an Appointment

## Step 2: Choosing your appointment type, service, and date.

After clicking on "Schedule an Appointment," drop down options will appear.

- For "What type of appointment would you like to schedule?" → Choose "Advising".
- For "Service" → Choose the best reason why you want to be seen by an academic advisor.
- For "Pick a Date" → Choose the date that works best for you.
  - ✓ **PLEASE NOTE:** You can only schedule appointments 48 hours in advance and there are no weekend appointments available.
- Click on the "Find Available Time" button.

### New Appointment

#### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

\*What type of appointment would you like to schedule?

X Advising X

\*Service

X I need an Education/Academic Plan/Outline X

Pick a Date ⓘ

Find Available Time

### Step 3: Select your appointment time

A new screen will appear that allows you to view all the dates and times available for your appointment.

- Find the date you want.
- Click on the time under the date you want.

All Filters [Start Over](#) [Advising](#) [I need an Education/Academic Plan/Outline](#)

What type of appointment would you like to schedule?

Advising

Service

I need an Education/Academic Plan/Outline

Pick a Date [📅](#)

June 2021						
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			

Arts and Humanities Student Center

Advising available for the following majors/minors: Art, Communication, English, History, Interdisciplinary Studies, Music, Philosophy, Religious Studies, Spanish, Theatre.

[AS](#) [CR](#) [JC](#) 3 People

[View individual availabilities](#)

Thu, Jun 3rd

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM  
2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM

Fri, Jun 4th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM  
2:30 - 3:00 PM

Mon, Jun 7th

9:30 - 10:00 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM  
2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM

**PLEASE NOTE:** If you want a specific academic advisor, click on “View individual availabilities” and then click on the specific academic advisor you want. You will then be able to see only their available times.

[AS](#) [CR](#) [JC](#) 3 People

[View individual availabilities](#)

[Advising](#) [I need an Education/Academic Plan/Outline](#)

<a href="#">AS</a>	Adriana Sixtos	>
<a href="#">CR</a>	Christina Ramirez	>
<a href="#">JC</a>	Janine Cornelison	>

## Step 4: Review Appointment Details

After selecting your time, you must confirm your appointment.

- Review your “Service,” “Date,” and “Time.”
- Please read the “Details” – They are instructions from the advisor with important information regarding your appointment.

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising	<b>Service</b> Add/Drop Courses to my Schedule
<b>Date</b> 06/02/2021	<b>Time</b> 9:00 AM - 9:30 AM
<b>Location</b> Arts and Humanities Student Center Advising available for the following majors/minors: Art, Communication, English, History, Interdisciplinary Studies, Music, Philosophy, Religious Studies, Spanish, Theatre.	
<b>Staff</b> Adriana Sixtos	
<b>Details</b>	

- You can use the text box titled: "Would you like to share anything else?" to provide additional information about your upcoming meeting. Adding this information can be helpful to the academic advisor as they can prepare for the meeting in advance.
- You may also use the two check boxes, "Email Reminder" or "Text Message Reminder" to receive an automated email or text reminder from Runner Connect. If you select "Text Message Reminder," use the text box below to enter your phone number.
- Finally, click the "Schedule" button to confirm your appointment within Runner Connect.

Would you like to share anything else?

*Add your comments here*

Email Reminder

Reminder will be sent to @csub.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

## Step 6: Appointment Scheduled

Your appointment has been scheduled. Please check your e-mail for your appointment confirmation.



## Appointment Scheduled

Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)