



Availability for Advising Appointments – Special Instruction Examples

URL / Phone Number

Special Instructions for Student

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e.g. room 23, please bring paper					

Example 1:

You have scheduled your appointment to be an **IN PERSON/ON CAMPUS MEETING**.

FYI: Your appointment may be cancelled if you do not indicate in your comments what major and/or minor you want to change/declare/explore. Your appointment may also be cancelled if you choose a subject not listed below.

BEFORE CONFIRMING YOUR APPOINTMENT:

You are making an appointment with an Arts and Humanities advisor to:

- Change or Declare a major/minor or second major/minor
- You're thinking about changing or declaring a major/minor or second major/minor

If this is correct, in the comments, please write the major or minor you are wanting to change/declare. **Your options:** Art; Communications; English; History; Interdisciplinary Studies; Music; Philosophy; Religious Studies; Spanish; Theatre

The AH Student Center is in the Humanities Office Building (directly behind the Music Building). When you arrive at the Student Center front counter, you can check yourself in using our kiosk.

Please Note: If you are 10+ minutes late, you will be marked as a No Show. If you know you will be late or want to switch your appointment to be virtual, please e-mail me at csu.edu or call the Student Center at 661-654-2221.

Example 2:

You have scheduled your appointment to be a **VIRTUAL/ONLINE MEETING**.

Be sure you have uninterrupted access to a computer with internet for your Zoom advising session.

Join Zoom Meeting during your Appointment date and time.

<https://csub.zoom.us/>

Meeting ID: 000 0000 0000

Passcode: 000000

Please Note: If you are 10+ minutes late, you will be marked as a No Show. If you know you will be late, please e-mail me at @csub.edu or call the Student Center at 661-654-2221.

Example 3:

Hello,

Thank you for scheduling your change of major appointment. Please note this appointment is for students wanting to change their current major to one of our SSE's majors ([Anthropology](#), [Child, Adolescent & Family Studies](#), [Criminal Justice](#), [Kinesiology \(Allied Health\)](#), [Kinesiology \(Applied Exercise Science\)](#), [Kinesiology \(Physical Activity Leadership\)](#), [Political Science](#), [Psychology](#), [Sociology](#)). Please add to your appointment comments or send me a message through Runner Connect telling me what your intended major and concentration is so I can properly prepare for your appointment.

I encourage you to set time aside to watch the video of your potential major by clicking on the major title above.

If you have selected the Zoom option, please be sure you are on a desktop or laptop computer (no phones please), and use the meeting link below to access your appointment.

Zoom meeting link: <https://csub.zoom.us/>

Thank you

Example 4:

Hello!

To help utilize the most out of your tutoring appointment, please:

- Come to your appointment with **specific** questions in mind for the subject/class you need help in.
- Let me know **ahead of time** if you will be *unable to attend your appointment*, that way I can cancel it and be available for other students who may need my help.
- Bring **your own textbook** (or other resources) for your class, as *I do not have* personal copies for every class.

Join Zoom Meeting during your Appointment date and time.

<https://csub.zoom.us/>

Meeting ID: 000 0000 0000

I look forward to meeting with you! Good luck this semester.

-Your Name

Example 5:

Hello,

If you scheduled a virtual advising appointment, the Zoom link is provided below. If your appointment was scheduled in person, we are located in the Business Development Center - Building A, Room 123.

To prepare for your advising appointment:

- Know your CSUB ID number
- Write down all your questions before your appointment
- Submit final official transcripts and College Board AP scores, if you have not already done so
- Have your final unofficial transcripts and AP College Board scores on hand during your appointment
- Be ready to inform your advisor of all college credit earned through college coursework, military credit, AP, IB or CLEP exams.
- If you have transfer credit, review your Transfer Credit Report for accuracy
 - Log into your myCSUB.edu portal, go to Academic Requirements page, and review your Transfer Credit Report

Join Zoom Meeting

<https://csub.zoom.us/>

Meeting ID: 000 0000 0000

I look forward to our meeting.

Example 6:

Hello, I'm _____,

I'm the academic advisor for:

- *_____ and _____ students*
- *I also advise _____*

PLEASE READ CAREFULLY

In the Comments section, please include the following:

Full Name:

CSUB ID number:

Major:

*Please have your major/academic worksheet ready at the time of your appointment.

For **in-person** appointments, please report to the NSME Student Advising and Success Center located in the Engineering Complex III building, and check in at the front desk. I will be notified when you arrive.

For **virtual** appointments, you will be in the waiting room and I will be admitting you into the Zoom room at the time of your appointment. Please use the link below to log in to my Zoom Room and I will admit you once your appointment begins.

Zoom Link: <https://csub.zoom.us/>

Meeting passcode: 000000

Looking forward to meeting with you!

Example 7:

Automated message. Please do not reply to this email. Please contact your tutor via their CSUB email for prompt communication.

Thanks for making an appointment! Below is some information, please read if it is your first time making an appointment.

******Tutor Details******

Tutor name:

Tutor email:

If emailing, please include CSUB 1029 in your subject line. I aim to respond in 1-2 business days.

*******APPOINTMENT TYPE*******

Appointment type: **VIRTUAL, NOT AT CSUB.**

******MASK AND COVID POLICIES*****

Not applicable to this visit. Please stay home if you are unwell.

******STUDENTS WITH DISABILITIES******

If you have a special letter from SSD, please inform me. Having this letter will allow me to better serve you.

*****ADDITIONAL GUIDANCE*****

1. **A positive attitude.** For some, statistics comes easy. For others: not so much. I will do my best to help, but I need you to come in with an open mind so I can assist you.
2. **Reasonable expectations.** Tutoring is a partnership. I guide, you learn, we progress through difficulties together. If you can tell me where you want guidance, or where you are struggling, we will have a strong visit.
3. **Sharing screens.** Please try to familiarize yourself with how to share your screen. Having some technical knowledge of Zoom is really handy.
4. Please have your syllabus and any additional available feedback ready. We can use these as a stepping stone to work off of.

See you soon!