RUNNERCONNECT
CSU BAKERSFIELD

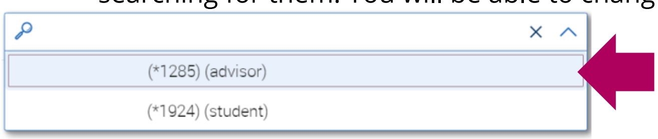
Reporting on a Non-Advising Appointment

There might be a situation where you meet with a student or communicate over e-mail, and you want to document the interaction. These are the steps on how to do that.

Step 1:

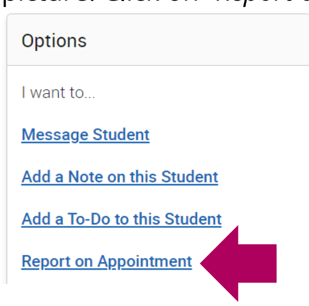
At the top of Runner Connect, there is a search bar. You can enter a student's ID number, Net ID, or CSUB email address to look up a student.

- **NOTE:** Some students who work on campus as a student assistant might show up as an "advisor" when searching for them. You will be able to change their home page after clicking on their name.



Step 2:

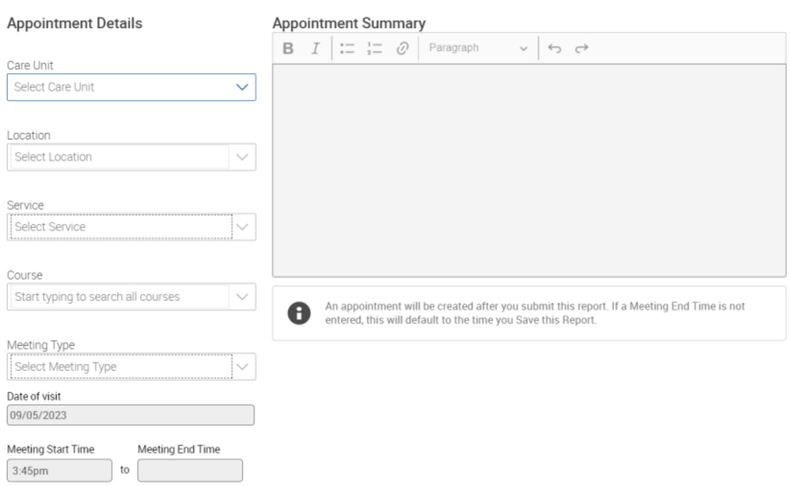
On the student's profile, there will be an "*Options*" section on the right-hand side underneath the student's picture. Click on "*Report on Appointment*".



Step 3:

The Appointment Report will appear. The appointment details will **not** be pre-filled in. You will need to fill in the Appointment Details:

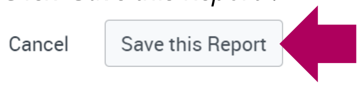
- **Care Unit**
- **Location**
- **Service**
- **Course (*Optional*)**
- **Meeting Type**
- **Date of Visit**
- **Meeting Start Time**
- **Meeting End Time**



NOTE: While not required, it can be helpful to write what happened during your appointment with the student in the Appointment Summary box. It can also help other faculty and/or advisors know what happened during your appointment. For guidelines on what to write and what not to write. Read the Guidelines for Appointment Summaries.

Step 4:

Click "*Save this Report*".



Step 5:

You will see that your report has been filed on your Recent Appointments section under your Appointment tab.

☐	1/1	08/16/2023 2:00pm - 3:00pm PT	First Time, First Year Student Advising	N/A	60 min	Report Details	Details
☐	1/1	08/15/2023 4:30pm - 5:00pm PT	Check/Verify my Schedule	N/A	30 min	Report Details	Details
☐	1/1	08/15/2023 1:30pm - 2:00pm PT	I need an Education/Academic Plan/Outline	N/A	30 min	Report Details	Details
☐	1/1	08/15/2023 1:00pm - 1:30pm PT	Add/Drop Courses to my Schedule	N/A	30 min	Report Details	Details

Quick Tips:

- Appointment Reports made from appointments students scheduled in Runner Connect will show in Activity Reports as "Scheduled".
- Appointment Reports made from you manually adding an appointment report (Report on Appointment) will show in Activity Reports as "Drop-In".