Need to Meet With an Advisor?

Here are the step-by-step instructions for **scheduling an appointment**:

1. Go to [https://csun.campus.eab.com/](https://urldefense.proofpoint.com/v2/url?u=https-3A__csun.campus.eab.com_&d=DwMFaQ&c=Oo8bPJf7k7r_cPTz1JF7vEiFxvFRfQtp-j14fFwh71U&r=gC0lKhQ67uAnhTEyrTS9uW_DSCmeUjJ5YHMcZ1-un-U&m=QWCxuE3yXhgXZaQ-AIaR6iQX8Y6zlhoxRhYq8bK8zh4&s=v5dCKDppNtIOwVoOHg3lktW3TmEikbgmvX6LiY45oSA&e=)
2. Enter your CSUN portal USERID and PASSWORD
3. Click on the blue “Schedule Appointment” box at the top right under the CSUN logo on your “Student Home” page
4. Select the “Reason” you wish to speak with an advisor= **“General Biology Advisement”**
5. You may choose to “Pick a Date” and then click “Find Available Time” or you can just click “Find Available Time” to view all appointment availabilities for “General Biology Advisement”
6. If more than one advisor is available and you wish to meet with someone specific, you may click “View Individual Availabilities” and then select your preferred advisor
7. Click on the time under the date you want to meet with an advisor
8. Review appointment details
	1. Enter any comments that you want to share with the advisor in advance of the appointment
	2. If you want a text reminder, check that box and edit or add your mobile number, if needed
9. Click on the blue “Schedule” button to complete the process
10. You would see an “Appointment Scheduled” screen if you successfully completed the final step
11. Check your CSUN email account for confirmation that your appointment has been successfully booked

Here are the step-by-step instructions for **cancelling an appointment**:

1. Go to [https://csun.campus.eab.com/](https://urldefense.proofpoint.com/v2/url?u=https-3A__csun.campus.eab.com_&d=DwMFaQ&c=Oo8bPJf7k7r_cPTz1JF7vEiFxvFRfQtp-j14fFwh71U&r=gC0lKhQ67uAnhTEyrTS9uW_DSCmeUjJ5YHMcZ1-un-U&m=QWCxuE3yXhgXZaQ-AIaR6iQX8Y6zlhoxRhYq8bK8zh4&s=v5dCKDppNtIOwVoOHg3lktW3TmEikbgmvX6LiY45oSA&e=)
2. Enter your CSUN portal USERID and PASSWORD
3. Click on the “Reason” for your upcoming appointment under “Upcoming Appointments” on the right side of your “Student Home” page
4. In the pop-up “Manage Appointment” window, click on “Cancel My Attendance”
	1. Select General Cancellation for the “Reason”
	2. Enter comments to the advisor, if desired
	3. Click the blue “Mark as Cancelled” box

Appointments are available a few months in advance, up to August. If you see no appointments available, and have an urgent concern, please email biologyadvising@csun.edu for help.

If your concern is not urgent, please check back frequently as appointments will continue to open; and sometimes there are cancellations.