Scheduling Instructions
Thesis/Project/Dissertation Submission Appointment

Getting Started
During the posted registration period, go to the online scheduler at http://www.csus.edu/gradstudies/CurrentStudents/Thesis-Project-Dissertation/Online-Scheduling.html. If you visit this page at a time outside of the registration period, the calendar will show “Not Available”. If so, please return during the registration period.

Selecting an Appointment Time
During the registration period, the calendar will show all the current appointment times. Available appointment times are listed. If a time is not listed, there are no appointments being taken for that timeslot. If a time is listed, but crossed out, then all the appointments in that timeslot are full.

The default calendar view is Week, but you can also view the month by clicking the Month button. While in Week view, the available timeslots for each day of the displayed week are shown, and you can change to a different week by clicking the arrow buttons. While in Month view, hovering over a day will display if there are no appointment available on that day or if there are appointments available. Clicking on a day will display a popup with the available timeslots on that day.

Click on a time to select it and start the process of booking an appointment at that time.

Booking an Appointment
Once an appointment time is selected, you will be taken to a screen to select whether you are a New or Existing User. If you have previously scheduled an appointment for Thesis/Project/Dissertation submission through this site, click Existing User and log in with the your SacLink email address and the password you provided when you created your account. If you have not, click New User and proceed to enter your information. All information is required and you must use your SacLink email account.

After entering your name, phone, SacLink email and password on the first screen, you will be taken to a second screen to enter your Sac State ID# and academic Department. These fields are also required.
Confirmation and Reminders
After clicking the Book Now button, you will be taken to an Order Summary page. Confirm that the date and time are correct and click the button. You will then get a confirmation screen and also a confirmation email at the address you provided while creating your account. A reminder email will also be sent out 24 hours prior to your appointment.

Canceling or Rescheduling
Once you have booked an appointment, if you return to the calendar you will see Not Allowed on all days. This is because you are only allowed to have one appointment scheduled at a time. If you need to change your appointment for some reason, you can do so by selecting My Appointments from the drop-down that shows when you hover over your name (at the top left corner). Click the links to either Reschedule or Cancel Appointment.

If Rescheduling, you will be prompted to select a new date and time from those available. When you click the button, your existing appointment will be replaced with the new one selected, and your old appointment time will be freed up for someone else to select. You will receive an email confirmation of your rescheduled appointment.

If Cancelling, you will be prompted to confirm the cancellation and upon selecting Yes, your appointment will immediately be cancelled and removed from your appointment list.

Modifying Your Account Information
To modify your account information, click the Modify My Information link on the drop-down that comes up when you hover over your name (in the top left corner). Here you can modify your account info such as name, phone number and password. If you need to correct your Sac State ID# or academic Department, please contact the Office of Graduate Studies. This information is part of the booking process and not stored with your account info.

Attending Your Appointment
Please arrive 15 minutes prior to your scheduled appointment time to check in. All Thesis/Project/Dissertation Check-In appointments will be held in the Office of Graduate Studies at Riverfront Center, Room 215.