

Liberal Studies Advising Appointments

Liberal Studies majors are required to have an advising appointment every semester

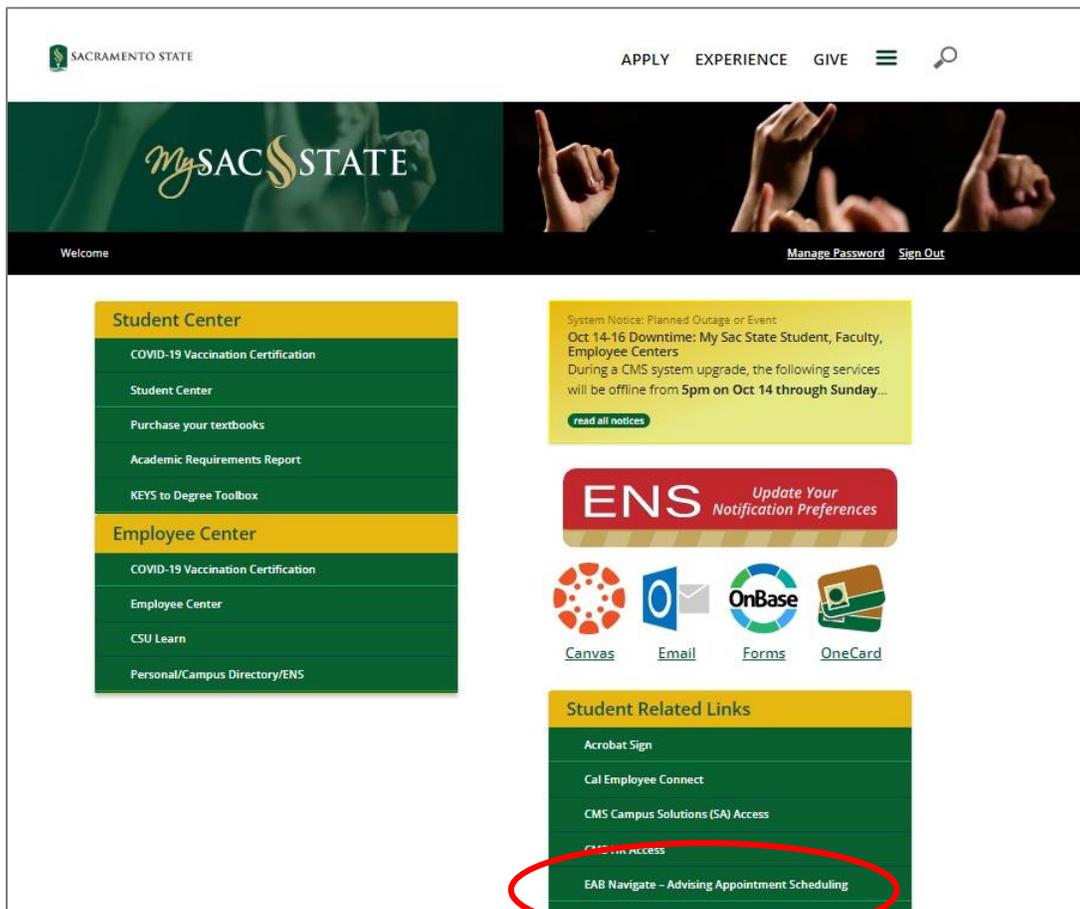
After Census, students who have not yet seen a Liberal Studies advisor will have a registration hold placed on their account. Holds are lifted after an advising appointment is completed.

Appointments can be scheduled up to 48 hours in advance

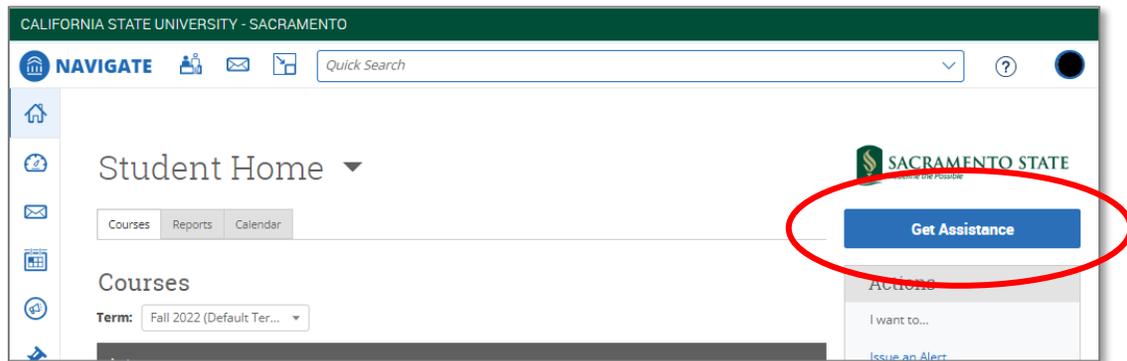
To make an appointment:

1. Log into [MySacState](#) using Chrome or Firefox as your web browser.

In the *Student Related Links* section, click on “EAB Navigate – Advising Appointment Scheduling”:



2. On the homepage of Navigate, click on the blue “Get Assistance” button:



3. Select **Advising** as the appointment type, and **Liberal Studies Advising** as the service. Click on the blue “Find Available Time” button.

Note: Navigate will not show appointment times that overlap with your class schedule.

A screenshot of the "New Appointment" form. The form is titled "New Appointment" and includes a "Go Back | Dashboard" link. Under the heading "What can we help you find?", there is a text block explaining the purpose of the form. The form contains three main sections: "What type of appointment would you like to schedule?" with a dropdown menu showing "ADVISING X"; "Service" with a dropdown menu showing "LIBERAL STUDIES ADVISING X"; and "Pick a Date" with a date selector showing "Thursday, September 22, 2022". A blue button labeled "Find Available Time" is circled in red. Two red arrows point to the "ADVISING X" and "LIBERAL STUDIES ADVISING X" dropdown menus. On the right side, there are two "Other Options" buttons: "View Drop-In Times" and "Meet With Your Success Team".

4. Select an appointment. Use the filters to view availability for a specific advisor or meeting type (in-person or virtual).

[Go Back](#) | [Dashboard](#)

New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

September 2022						
S	M	T	W	T	F	S
				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	

Staff

How would you like to meet?

ADVISING LIBERAL STUDIES ADVISING

Liberal Studies Advising Center

 [4 People](#)
[View individual availabilities](#)

Mon, Sep 26th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM

Tue, Sep 27th

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

Wed, Sep 28th

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

Thu, Sep 29th

12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM

Fri, Sep 30th

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

Mon, Oct 3rd

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM

5. At the bottom of the confirmation page, select the meeting type (in some cases, you may have the option to choose between in-person or virtual).

In the comments section, specify what you'd like to discuss with the advisor.

*How would you like to meet?

Search by type

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to c.hajela@csus.edu

Text Message Reminder

Schedule

The image shows a screenshot of a web form for scheduling a meeting. At the top, there is a question: '*How would you like to meet?'. Below this is a dropdown menu with the text 'Search by type' and a downward arrow. A red arrow points to this dropdown. Below the dropdown, it says 'You are seeing the meeting types available for this time slot.' Then, there is another question: 'Would you like to share anything else?'. Below this is a large text input area with the placeholder text 'Add your comments here'. A second red arrow points to this text area. At the bottom of the form, there are two reminder options: 'Email Reminder' with a checked checkbox and 'Text Message Reminder' with an unchecked checkbox. Below these is a blue button labeled 'Schedule'.

6. You will receive an email confirming your appointment. If your appointment is virtual, use the Zoom link included in the confirmation email.

You can also view upcoming and past appointment details in Navigate.

Be sure to arrive on time. If you are 10 minutes late, you'll have to reschedule!