

## EAB Scheduling Instructions

Link: <https://csus.campus.eab.com/student/appointments/new>

1. What type of appointment would you like to schedule? **Advising**
2. Pick a Service for your Appointment: **Sociology Major Advising** (you will have to scroll down to the Sociology section)
3. Then **Pick a Date**.
4. Then **Click** "Find Available Time".
5. **Click** on the time & date that works for you.
6. **Select** the time that works for you. (example below)




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# New Appointment

## All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date 

February 2023

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				

Staff

How would you like to meet?

Location

Course

 ADVISING  SOCIOLOGY MAJOR ADVISING

## Sociology Department

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

**Mon, Feb 6th**

**Tue, Feb 7th**

**Wed, Feb 8th**

**Thu, Feb 9th**

**Mon, Feb 13th**

**Tue, Feb 14th**

**Wed, Feb 15th**

**Thu, Feb 16th**

**Mon, Feb 20th**

**Tue, Feb 21st**

**Wed, Feb 22nd**

**Thu, Feb 23rd**

**Mon, Feb 27th**

**Tue, Feb 28th**

**Wed, Mar 1st**

**Thu, Mar 2nd**

**Mon, Mar 6th**

All times listed are in local browser timezone.

7. A new page will open up **Review Appointment Details and Confirm** (example below)
8. Under **How would you like to meet** there may be different options in a drop down menu such as Virtual, In-person, Email, Phone. Select your preferred meeting type.
9. On the next box **Would you like to share anything else?** enter any notes you want us to see before your appointment. The more notes you enter, the better we can assist you.
10. You can **Click** the box to receive a text notification if you like, but the default is email.
11. **Click** the blue **Schedule** box. You will receive an email notification confirming the appointment.



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## Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising	<b>Service</b> Sociology Major Advising
<b>Date</b> 02/07/2023	<b>Time</b> 12:30 PM - 12:45 PM
<b>Location</b> Sociology Department	
<b>Staff</b> Heidy Sarabia	
<b>Details</b> <p>You have scheduled a virtual appointment for Sociology advising and for an overview of your progress to your degree. On the day/time of your appointment, please join me at <a href="https://csus.zoom.us/j/7654417000">https://csus.zoom.us/j/7654417000</a> for a Zoom meeting. Please review your Smart Planner &amp; try to complete it as much as you can before we talk. Try to complete this form (as much as you can) prior to our meeting: <a href="https://mysacstate-my.sharepoint.com/:b:/g/personal/heidy_sarabia_csus_edu/ERfp8_23bAVPr7qRO0_B53kBgVSGjyhZPQOSz29OmkuUHjg?e=3L1Alv">https://mysacstate-my.sharepoint.com/:b:/g/personal/heidy_sarabia_csus_edu/ERfp8_23bAVPr7qRO0_B53kBgVSGjyhZPQOSz29OmkuUHjg?e=3L1Alv</a></p> <p>If you schedule an appointment, please make sure you mark your calendar and do not miss the appointment.</p> <p>Best, --Prof. Sarabia</p>	
<b>URL / Phone Number</b> <a href="https://csus.zoom.us/j/7654417000">https://csus.zoom.us/j/7654417000</a>	

\*How would you like to meet?

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Email Reminder

Reminder will be sent to alexa-lynnhylar@csus.edu

Text Message Reminder

All times listed are in local browser timezone.