Step-by-Step Self-Scheduling Instructions

1. Enter your Student Number and Birth Date then click Continue.

To make an Appointment log-on here:

1. Enter your Student Number
   Student Number [ ]

2. Enter your birthdate
   Example: 09/20/1988
   Birth Date [ ]

3. Click Continue

   Back  Continue  Cancel

2. Select the “Make Appointment” option (indicated by the red arrow) to proceed.

   Individual, Orientation and Workshop Appointment Menu

   Please select the desired option
   Make Appointment

   No appointments have been scheduled

   View or Cancel Appointments

   View Appt. History

   Logout

3. In the following screen, please select your Appointment Type (in the column indicated by the red arrow). For best results, DO NOT adjust your search criteria in the other columns. Then click “Find Appointments” at the bottom to proceed.

   Search for Orientation or Workshop Appointments

   Please select the Appointment Type, Counselor, day of the week and time of day you prefer.

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Day of week</th>
<th>Start Time</th>
<th>End Time</th>
<th>Counselor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td>7:00 AM</td>
<td>6:45 PM</td>
<td></td>
</tr>
<tr>
<td>45 Minute</td>
<td>Monday</td>
<td>7:15 AM</td>
<td>7:30 PM</td>
<td></td>
</tr>
<tr>
<td>45 Minute Nursing Only</td>
<td>Tuesday</td>
<td>7:45 AM</td>
<td>7:50 AM</td>
<td></td>
</tr>
<tr>
<td>60 Minute</td>
<td>Wednesday</td>
<td>8:10 AM</td>
<td>8:40 AM</td>
<td></td>
</tr>
<tr>
<td>60 Minute Nursing Only</td>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Orientation</td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Go Back  Reset  Find Appointments
4. In the Appointment Search Results page, select the appointment that best suits your needs. Click the box in the “Select” column (indicated by the red arrow) next to your appointment selection to proceed.

**Appointment Search Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>Appointment Type</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Counselor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60 Minute Appointment</td>
<td>11/13/2020</td>
<td>Friday</td>
<td>9:00 AM</td>
<td>Dennis Gilmour</td>
</tr>
<tr>
<td></td>
<td>45 Minute Nursing Only Appointment</td>
<td>11/16/2020</td>
<td>Monday</td>
<td>2:15 PM</td>
<td>Dr. Mary Castellanos</td>
</tr>
<tr>
<td></td>
<td>45 Minute Nursing Only Appointment</td>
<td>11/17/2020</td>
<td>Tuesday</td>
<td>9:45 AM</td>
<td>Dr. Mary Castellanos</td>
</tr>
</tbody>
</table>

5. In the Counseling Reason Selection page, select the reason(s) for the appointment in the box indicated by the red arrow. For phone appointments, please verify your phone number in the box indicated by the blue arrow. Please enter and confirm your email in the boxes indicated by the green arrow, then click Continue at the bottom of the page to finalize your appointment.

**Counseling Reason Selection**

Please select a reason then Click on Continue

*You may select more than one reason.*

- Abbreviated and Comprehensive Education Plan
- Comprehensive Education Plan, Financial Aid Appeal
- CSU/IGETC/GRAD Petition, Sub or Waive, Personal
- Dismissal CNSL, Reinstatement Petition
- Follow-up Education Plan

Please enter any comments that may assist the counselor with this appointment.

Please verify your phone number, change as needed.

Phone Number
(714) 664-6054
Extension

eMail Address
lk48110@sac.edu

Confirm eMailAddress

[Continue] [Cancel]
How to Retrieve Student ID Number

**Step 1:** Log on to WebAdvisor with your username (combination of two letters and 5 numbers) and password.

**Step 2:** Click on the green student button and under User Account, click on **What’s My Student ID Num**.