



Drop-in Advising Sign-up Guide and Late Policy

“LATE” POLICY, PLEASE READ:

After joining the drop-in queue, please be sure to check the inbox of your preferred email address indicated on your MySJSU account at least every 5 minutes. Once an advisor is ready to meet with you, they will send you an email to this email address with a Zoom meeting link. In fairness to all students waiting to meet with an advisor, you will have **10 minutes** to join the Zoom meeting. If you do not join in 10 minutes, the advisor will move on to serve the next student, and you will have to rejoin the drop-in queue at the end of the line or return for drop-ins on another day.

How to join Drop-in Advising in 5 Easy Steps

1. Log on to Spartan Connect (<https://sjsu.campus.eab.com/>) and click “Appointments, Drop-ins, and Workshops & Events.”
2. On the next page, select “Advising” from the drop down menu, and then select the topic you’d like assistance with in the second drop down menu, then click “Next”
3. Select “CHHS - Student Success Center Virtual” as your appointment location, and click “Next”
4. Click “View Drop-In Times” in the yellow bar below the appointment grid.
5. On the next page, click “Drop-In Online.” You are now in the queue! Monitor your MySJSU preferred email closely for an email from the first available advisor with a link to a Zoom meeting.”