Creating an Appointment or Viewing Drop-In Hours

1. Navigate to https://sjsu.campus.eab.com and log in if necessary.
2. From your student homepage, select the blue "Get Assistance" button on the right sidebar.
3. Follow the prompts and **select the type of and reason** for your appointment.
4. Choose Public Health Faculty Advising Offices for the location of the appointment.

5. Choose a specific advisor, if needed, or leave blank for any advisor.
6. Choose a **date and time** that works for you or **view the drop-in hours**.
7. Verify the who, what, when, where, and why, **add comments**, then confirm the appointment.
8. The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar).

Please remember to show up for your appointment. **Missing three appointments within 120 days blocks you from scheduling further advising appointments.**

Appointments must be cancelled 2 hours in advance of the scheduled start time. Cancelling too close to the start time **will count as a no-show against your limit of three.**

Appointments can be made up until the start time of the available appointments.

**Cancelling an Appointment**

1. Navigate to [https://sjsu.campus.eab.com](https://sjsu.campus.eab.com) and log in if necessary.
2. From your student homepage, find the **Upcoming Appointments** section in the right sidebar.
3. Select the appointment you wish to cancel to bring up the **Manage Appointment** dialog.
4. Choose the link in the bottom left corner, **Cancel My Attendance**, and follow the prompts.

5. Choose the **reason** and **leave any comments** needed.
6. Finally, click the **Mark as Cancelled** button to cancel your attendance. The advisor of the appointment will be notified of your cancellation.

It is your responsibility as a student to cancel your appointments as soon as you know you will not be able to attend. Failure to cancel will result in a no-show marked on your profile. **Three no-shows within 120 days will prevent you from scheduling future appointments.**

Appointments must be cancelled 2 hours in advance of the scheduled start time. Cancelling too close to the start time will count as a no-show against your limit of three.