## How to Guide - Schedule an Appointment

### Step 1:
Click the following link: [https://sjsu.campus.eab.com](https://sjsu.campus.eab.com)

Login with SJSU Student ID & password credentials

### Step 2:
Click on **Appointments, Drop-ins, and Workshops & Events**

### Step 3:
Select the **Advising** service from the drop-down menu, then select the **General Category**, followed by a specific advising **service** you would like:

- **Major Advising:**
  - *Business Major Academic Planning*

- **Change of Major/Minor**
  - *Change of Major Into or Within College of Business*

- **Other Advising Services**
  - *Confidential Matters*

- **Disqualification/Reinstatement Advising**
  - *Disqualification/Reinstatement Advising*
  - *Former Student Returning to SJSU*

- **Graduation Planning**
  - *Graduation Planning*
● International Student and Study Abroad
  ○ International Student Advising
  ○ Study Abroad - Step 1: Interest
  ○ Study Abroad - Step 2: Course Equivalencies
  ○ Study Abroad - Step 3: Academic Approval
● New Students
  ○ New Transfer Student
● General Education (GE) Advising
  ○ Policies & Procedures
  ○ Transfer Credit Equivalency
● Probation Advising
  ○ University Academic Probation
● Forms and Petitions
  ○ Withdrawing from the Semester

Step 4:
After selecting the specific service, click Next on the right corner to continue

Step 5:
Choose the location and advisor you want to meet with, then click Next
Step 6: Select a time to schedule an appointment, click the right arrow if there is no available appointment in the current week.

Step 7: Click Next to see the appointment details. Scroll down to the end of page to add comments and Confirm appointment.

The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar).