

www.sjsu.edu/lcobssc - jackholland-center@sjsu.edu - 408-924-3435

Step 1: Click the following link: https://sjsu.campus.eab.com Login with SJSU Student ID & password credentials	
Step 2: Click on Appointments, Drop-ins, and Workshops & Events on the right side of the screen	SJSU SPARTAN CONNECT Appointments, Drop-ins, and Workshops & Events
Step 3: Select Academic advising in the first drop down menu.	New Appointment What can we help you find? Even a guide guide for making appointments with this new workflow. Please keep in mind that not all departments or majors may be offerna appointments of guide for making appointments with this new workflow. Please keep in mind that not all departments or majors may be offerna appointments with this new workflow. Please keep in mind that not all departments or majors may be offerna appointments with this new workflow. Please keep in mind that not all departments or majors may be offerna appointments with this new workflow. Please keep in mind that not all department or staff your is coving for. • What service area would you like? • It ursdays, September 2nd 2021 • It devaliable Time • What service area would you like? • Academic Advising • Career Counselling • Teesday, January 4th 2022 • It ursday. January 4th 2022 • It new counselling • It of Available Time

How to Guide - Schedule an Appointment

SJSU | LUCAS COLLEGE OF BUSINESS JACK HOLLAND STUDENT SUCCESS CENTER

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Step 4:

In the second drop down menu, pick your desired service.

- Advising for Majors:
 - Business Major Academic Planning
- Advising for Minors:
 - Business Minor Advising
 - Communication Studies Minor Advising
- General Education (GE) Advising
 - Policies & Procedures (i.e. grade forgiveness, forms, etc.)
 - Transfer Credit Equivalency
- 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 Forms
- Major or Minor Change ONLY
 - Change of Major into or within College of Business
 - Change of Major into or within College of Education
 - Change of Major into or within College of Engineering
 - Change of Major into or within College of Humanities & Arts
 - Change of Major into or within College of Communication Studies

What service area would you like?	
\times (Academic Advising \times	~
Service	
X (Business Major Academic Planning X) Advising for Majors	^
Business Major Academic Planning	
Advising for Minors	
O Business Minor Advising	
O Communication Studies Minor Advising	
General Education (GE) Advising	

Policies & Procedures (i.e. grade forgiveness, forms, etc.)



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0	Change of Major into or within College of	
	Physics	
0	Change of Major or Minor into Chicana and	
	Chicano Studies	
New S	Students	
0	New Transfer Student	
Office	Hours	
0	Department Chair Office Hours	
Other	Advising Services	
0	Confidential Matters	
Proba	tion, Disqualification, & Reinstatement	
0	Disqualification/Reinstatement Advising	
0	Former Student Returning to SJSu	
0	University Academic Probation	
Proce	dures, Petitions, Policies & Forms	
0	Former Student Returning to SJSU	
0	Policies & Procedures (i.e. grade forgiveness,	
	forms, etc.)	
0	Transfer Credit Equivalency	
0	Withdrawing from the Semester	
Step 5: Select the da click Find Av	te you would like to meet with an advisor and ailable Time .	New! Schedule with Different Meeting Types! Ch < September 2021 2 > taxith this new workflow. Please keep in mind that not all departments or majors may be when in doubt, start with the website of the department or staff you're looking for. 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 18 18 19 20 21 22 23 24 25 1 19 20 21 22 32 4 5 5 10 11 10 </th



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Step 6: The screen will show you all available times and dates to meet with any advisor.	C to both purplement All Filtres Sectors: Betterne delarge: Sectors:
Step 7: On the left, below the calendar, select specific advisors and the location. Scroll down to make your selections. Make sure the location is Jack Holland Student Success Center.	Staff × Angela Fabry × Search by name How would you like to meet? × Virtual (e.g. Zoom) × Search by name Search by name Location × Jack Holland Student Success Center × Search by name Course Select course
Select the date and time that best fits your schedule. The screen will show "Review Appointment Details and Confirm."	< I wind iterative Review Appointment Details and Confirm Service Main Advance Service Advance Advance Service Advance Advance Service Advance Advance Service Advance Service Main Service Main<



Step 9: In the "Would you like to share anything else" section, fill out why you need to see an advisor.	How would you like to meet? (Virtual (e.g. Zoom)) Search by name You are seeing the only meeting type available for this time slot.
	Would you like to share anything else?
Click schedule to confirm your appointment.	Add your comments here
The enciptment is new on your Sporten Connect Colorder	Text Message Reminder
The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar)	Schedule