SCHEDULING AN APPOINTMENT WITH AN ADVISOR ON CALCENTRAL

1 SIGN INTO CALCENTRAL

calcentral.berkeley.edu

2 NAVIGATE TO THE ACADEMICS TAB

calcentral.berkeley.edu/academics

3 NAVIGATE TO THE ADVISING SECTION

On the lower right side of the page, underneath the Final Exams information there is an area marked "Advising" that may have your assigned advisor from your college. **Click "New Appointment"**

4 ENTER YOUR INFORMATION

Ignore the message at the top that says your program or advisor is inactive; select your major or intended major if you are undeclared. and enter the reason for your appointment. **Choose Zoom** as the appointment type, and click "Select Advisor."

5 SELECT AN ADVISOR AND A TIME

Choose from the list of advisors and select a time and date that works for you. Once all the information is correct, select **"Book it!"** at the bottom of the page.

6 RECEIVE EMAIL CONFIRMATION

Within a few seconds, you should receive an email with a confirmation of the appointment, and a follow up email with the Zoom information.

Go Bears!