

How To Make An Advising Appointment

Please use the instructions below to schedule an advising appointment in our scheduling system.

1. Log on to your MyCSU account.
2. At the top, click on Student Tab, and then the "schedule an appointment" link.
3. Click "Schedule" (blue button top right)
4. Choose the purpose of your meeting
5. Choose how you would like to meet
6. Choose who you would like to meet with (be sure you ONLY schedule with your assigned advisor-if you do not see them listed email academic_advising@columbusstate.edu)
7. Click Check Availability (blue button bottom right)
8. Select the time/date you'd like to schedule.
9. Click "schedule" (blue button bottom right)
10. List any comments you'd like to share with your advisor
11. Click "schedule" (blue button bottom right)

Having problems scheduling an appointment? Please call 706-507-8780 or email academic_advising@columbusstate.edu.