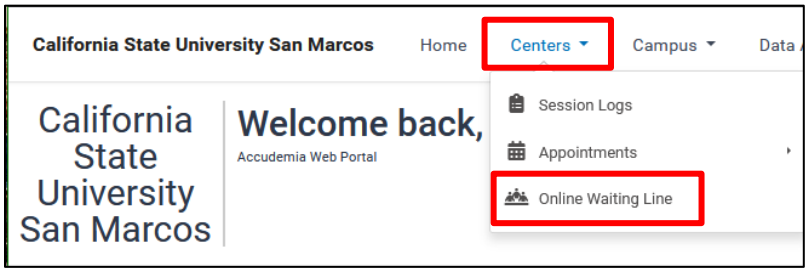
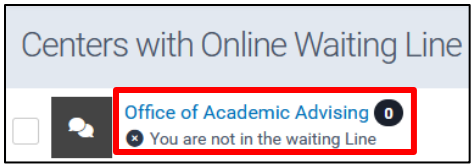
How to Sign-in for Drop-ins

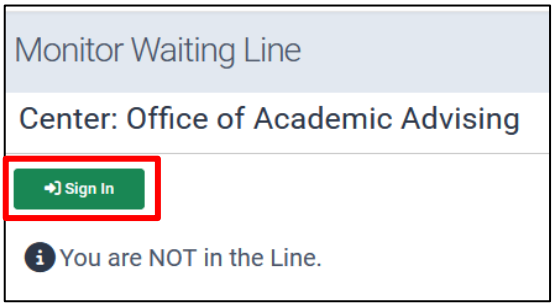
1. Log in to **CSUSM Appointments** using your CSUSM credential.
2. After logging in, click on **Centers,** then click on the **Online Waiting Line.**



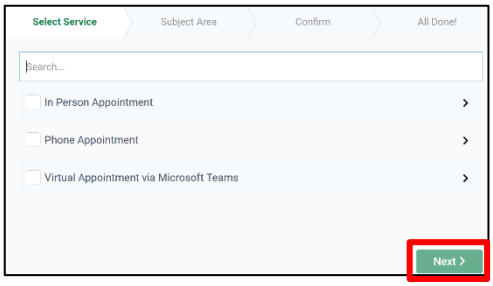
3. Select **Office of Academic Advising.**



4. Click on **Sign In.**

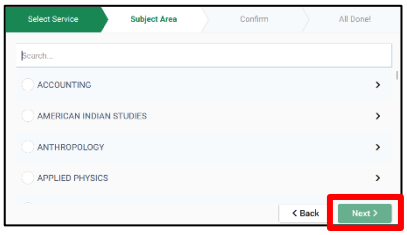


5. Choose your preferred meeting **Mode** then click **Next**.



- Virtual (***recommended***): Via Microsoft Teams! **Shortest wait times!**
- In person: Only select if you are physically at the location. Check in with Front Desk!
- Phone = Advisors will call the number on your myCSUSM.

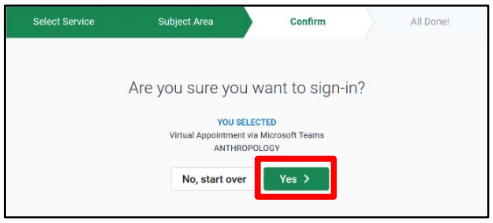
6. Select the **Major** you would like to discuss then click **Next**.



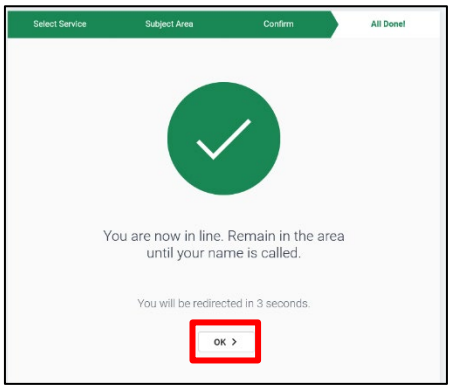
- *Business majors: Select **Pre-Business** if you do NOT have business status.*

How to Sign-in for Drop-ins

7. Confirm you want to sign-in by selecting **Yes**.

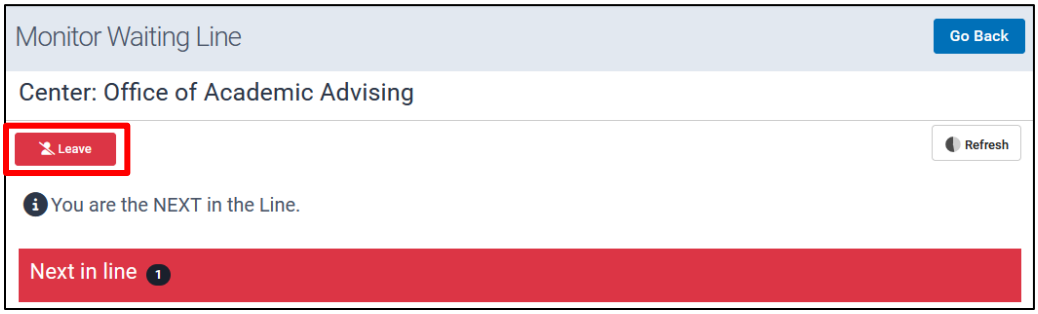


8. You are now signed in!

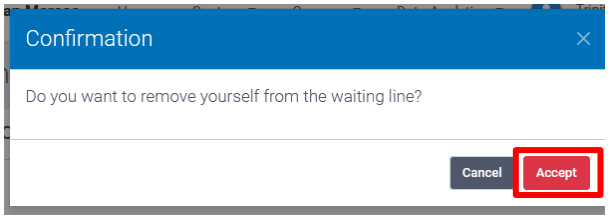


- Academic Advising will connect with you when you are next in line.
- Monitor the Waiting Line to see how many students are ahead of you.

9. To leave the waiting line, select **Leave**



- Then click **Accept** to confirm



Tips

- **First come first serve** basis by major.
- **Be Ready**: open Microsoft Teams and myCSUSM.
- **Missed call:** If you don't answer when contacted, you will be **removed from the line**. If you still need advising, join the next Drop-in session.