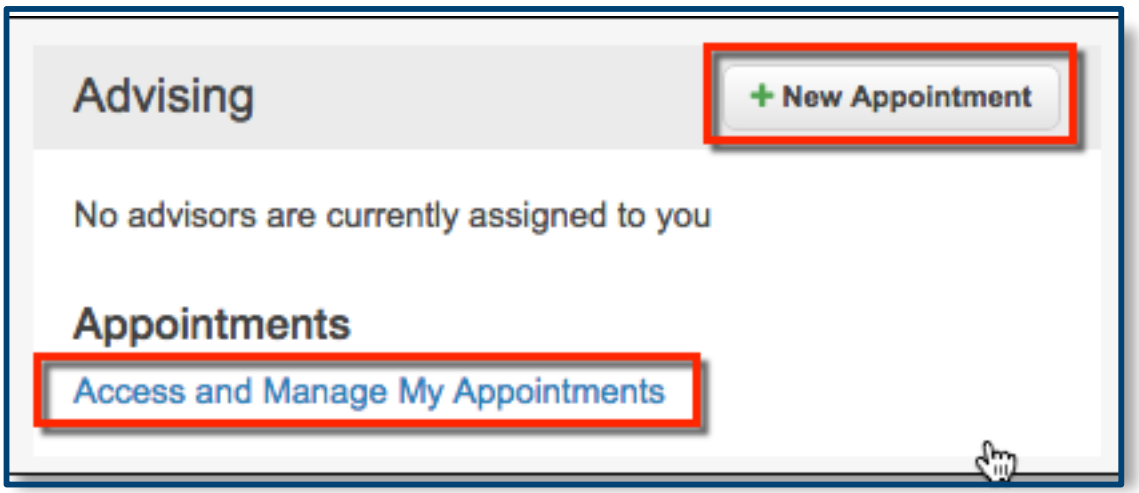
Booking a Virtual Economics Advising Appointment:

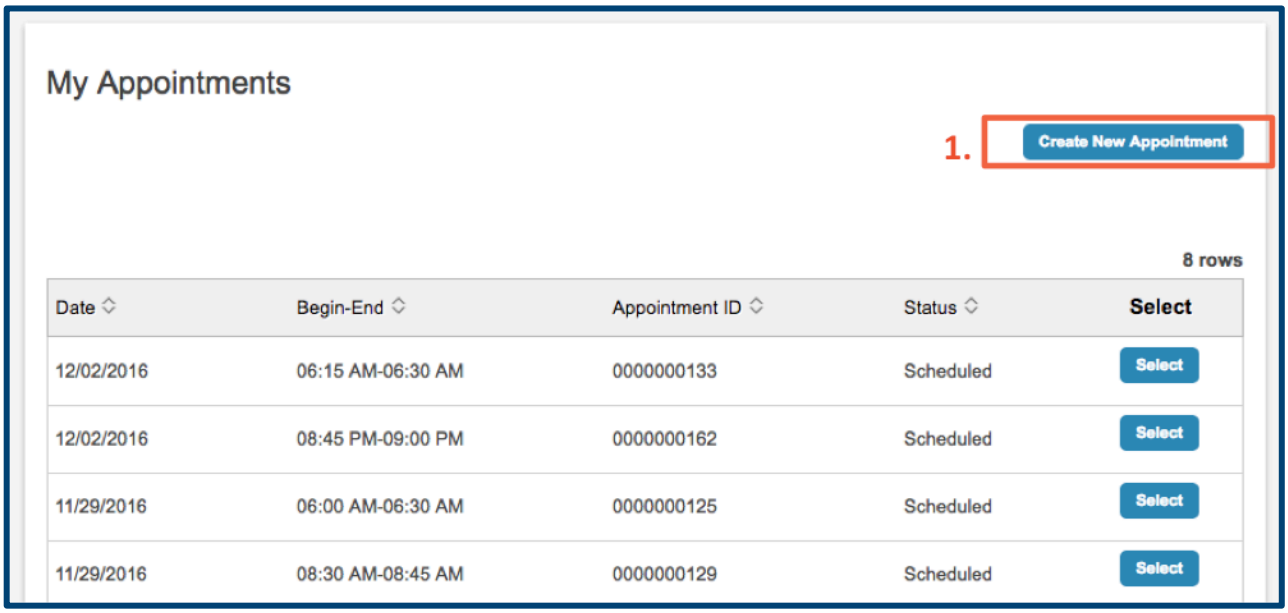
Remember, not everything requires an appointment. Our advising appointments typically book two weeks in advance. If you need help sooner, we encourage you to visit our Virtual Front Desk, chat us during Drop-In Hours, or send us an email at ugrad@econ.berkeley.edu

Navigate to My Appointments from the CalCentral My Academics page: From here you can create a new appointment or view details and make changes to an upcoming appointment.

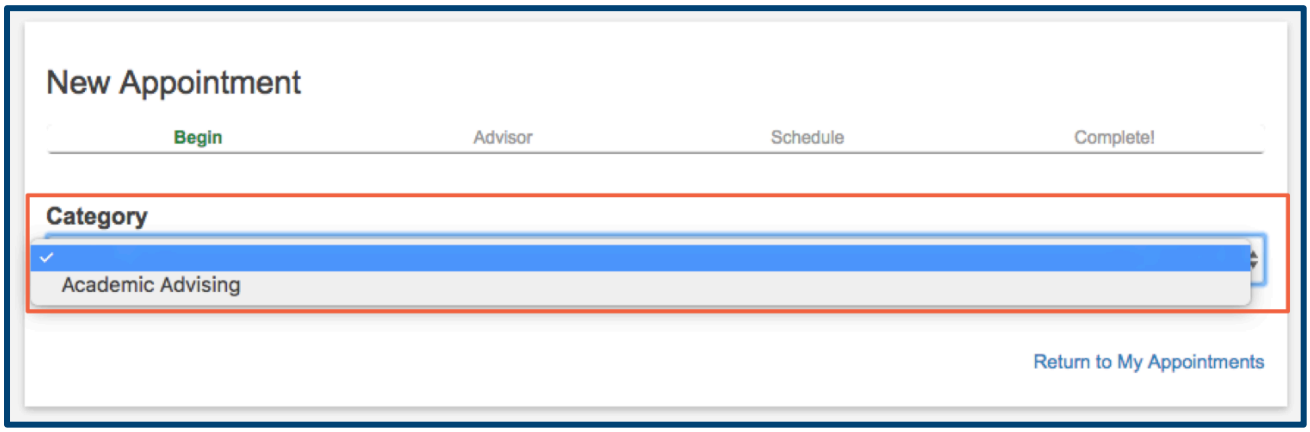


1. Create a New Appointment

From **My Appointments**, click **Create New Appointment**.

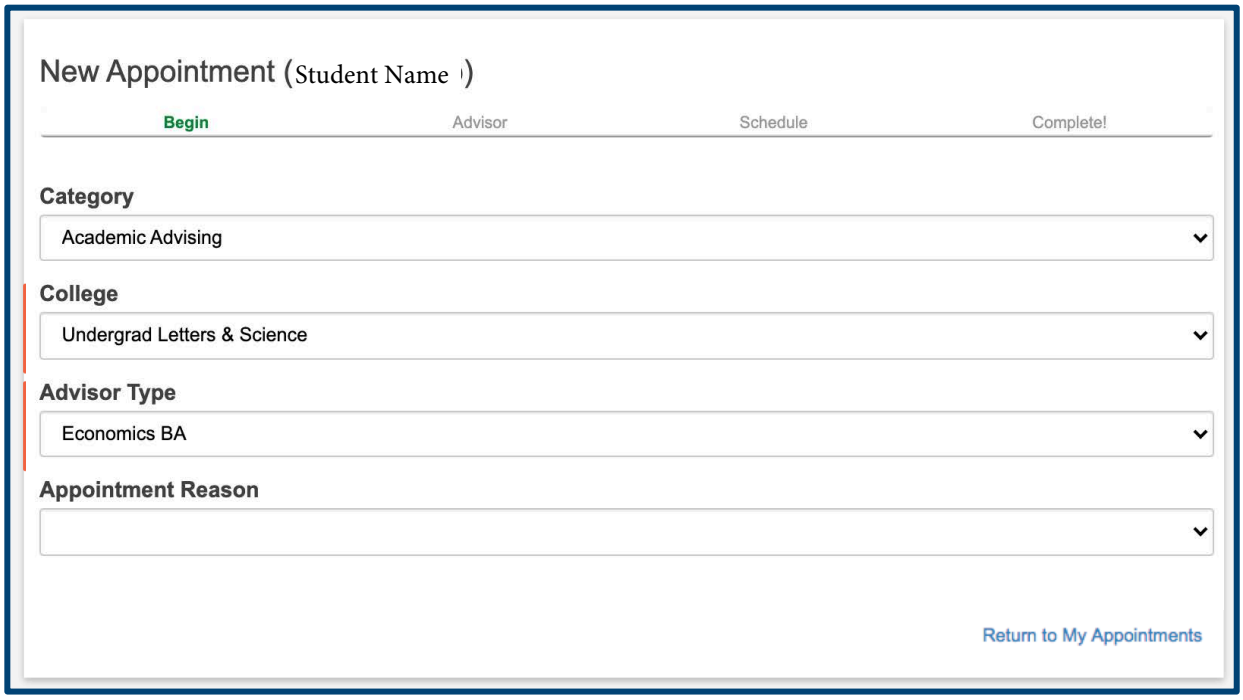


Select the **Academic Advising** category.

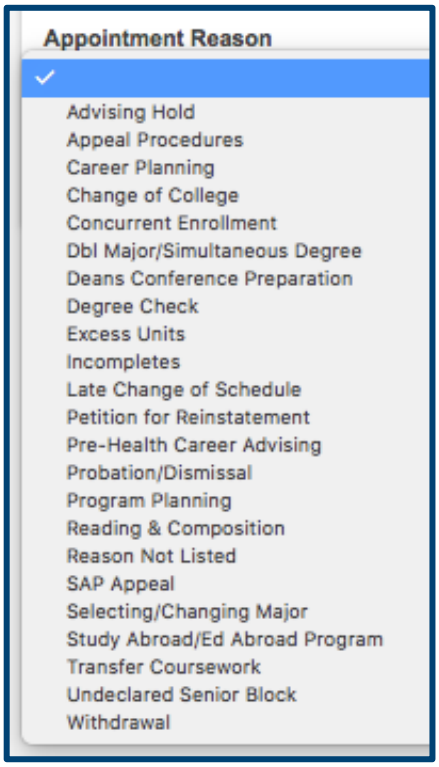


You will need to search for a specific **Advisor Type**. If you are declared, the **College** and **Advisor Type** will automatically populate with the college and department of your declared major. If you are undeclared it will populate with your college and "**College Advisor**" as your advisor type.

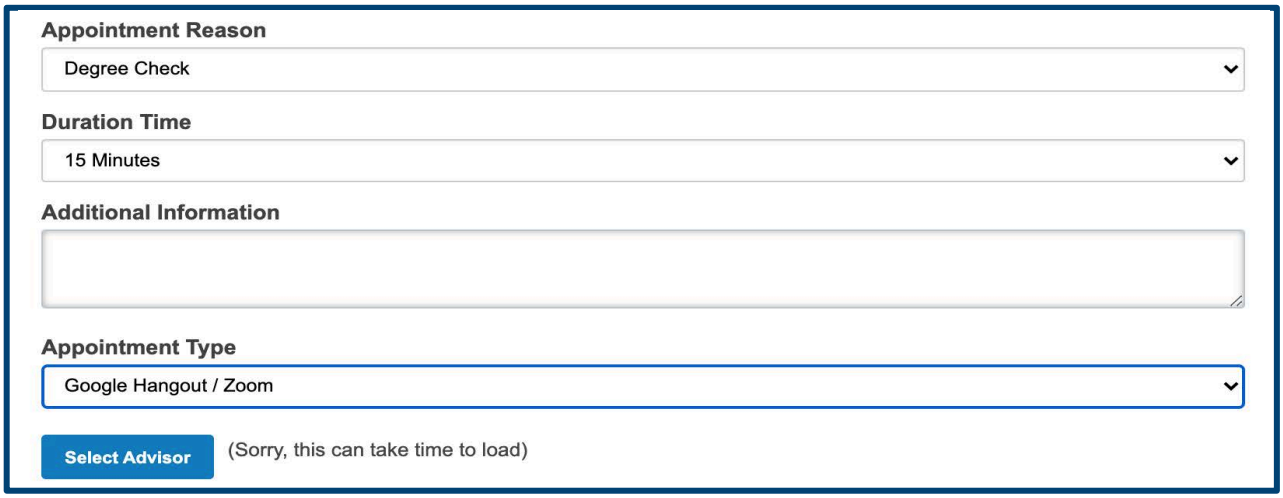
> **NOTE:** If you would like to talk to an advisor for the Economics major (e.g., if you are a prospective Economics major) you will need to search for "Economics BA"



You will then need to choose an appointment reason from one of the following (reasons may vary by department):

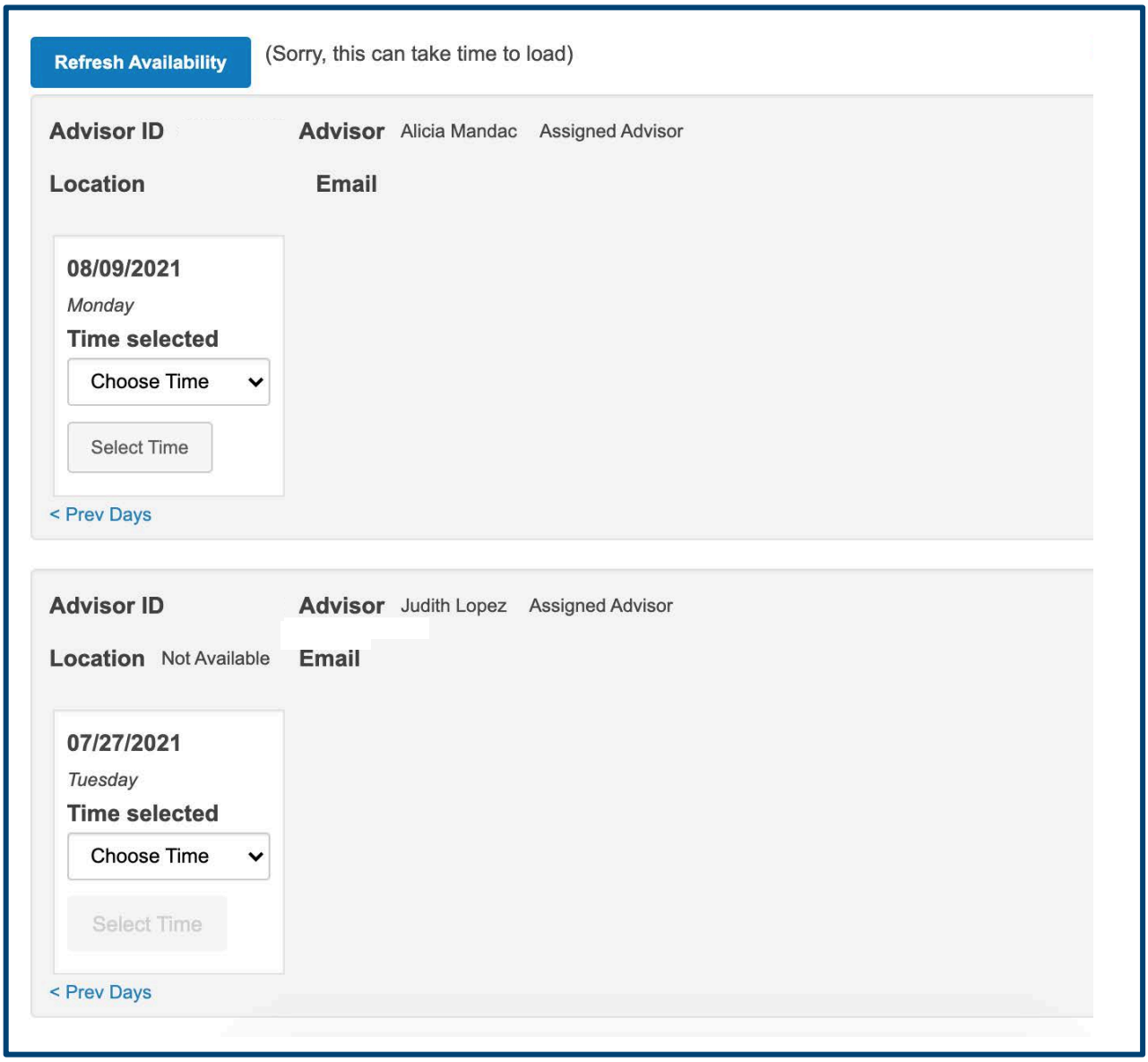


Next, select a **Duration Time** and **Appointment type**. Economics Advisors offer 15 minute appointments. The **Appointment Type** available is "**Google Hangout/Zoom**"



Once you have selected your desired **Duration Time** and **Appointment Type**, click **Select Advisor** to be taken to a list of advisors with criteria matching yours.

This page displays the available time slots for each advisor in the Economics major. If no advisors have available appointment times, please note that our advisors typically book appointments up to 2 weeks in advance.



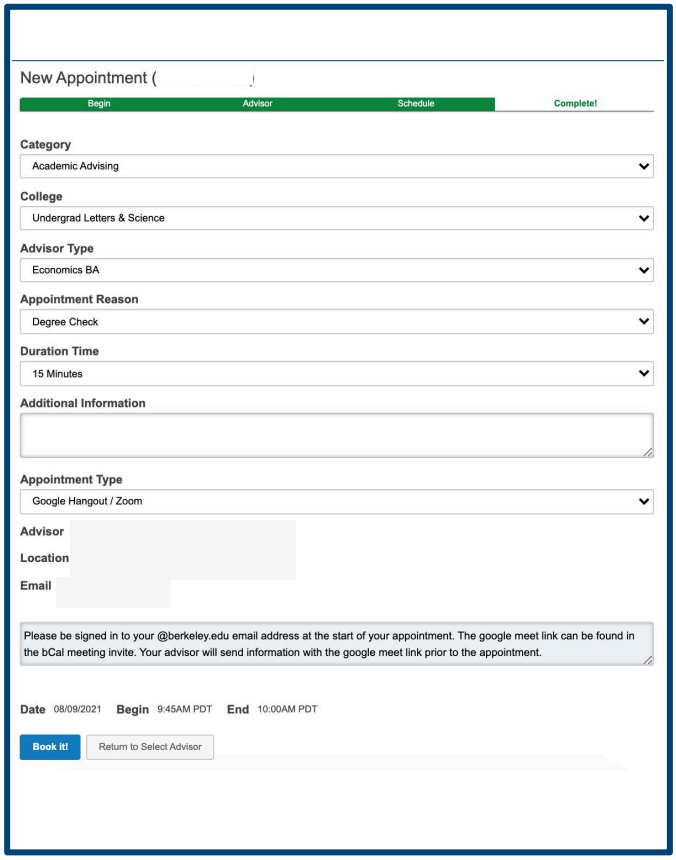
You can toggle through to future dates by clicking **Next Days**.

When you see the desired date, click the arrows to see the advisor's available times for that day. Once you have chosen your desired date and time, click **Select Time**.

Review all of the information and add any additional information you would like the advisor to have.

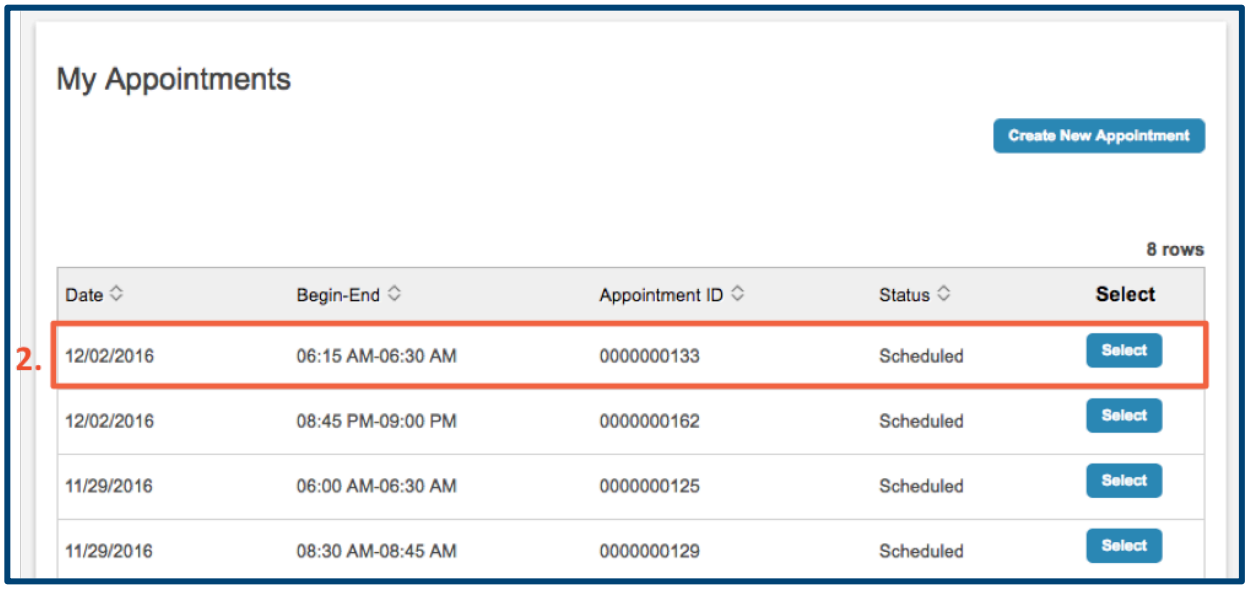
NOTE: If you have any additional reasons for booking the appointment, list them here.

When you have double-checked all of the information, click **Book It!**

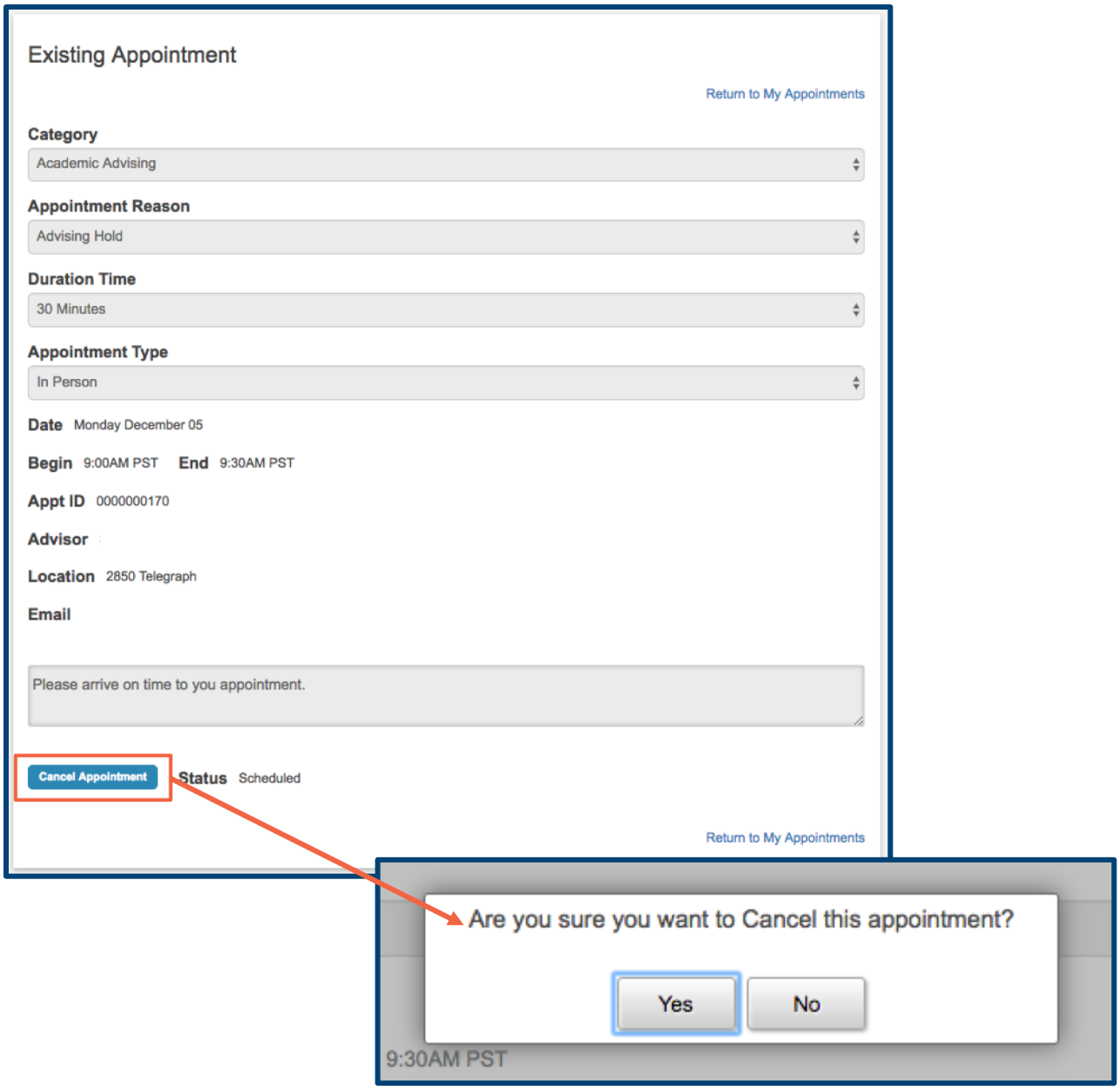


2. View and Make Changes to and Existing Appointment

Back on the **My Appointments** page, you will see your upcoming and past appointments. You can order these by **Date**, **Begin-End** time, **Appointment ID**, or **Status**. Click **Select** to see more details about an appointment.



You can cancel your appointment by clicking **Cancel Appointment** then confirm the cancelation.



Support:

For CalCentral-specific questions or assistance, please contact the SIS Project:

- Email: sishelp@berkeley.edu
- Open a Case at Cal Student Central

If you have any questions about Economics Advising, please contact:

- ugrad@econ.berkeley.edu
- econ.berkeley.edu/advising