

APPOINTMENT SCHEDULING



APPOINTMENT TUTORIAL

This guide provides a step-by-step on how to schedule a Health Professions Advising Appointment through your myCoyote Navigate portal. When scheduling an appointment, make sure you note the reason for your visit, and any concerns you may have upon your arrival.



Current CSUSB students: Please schedule an advising appointment with HPAC through Navigate.

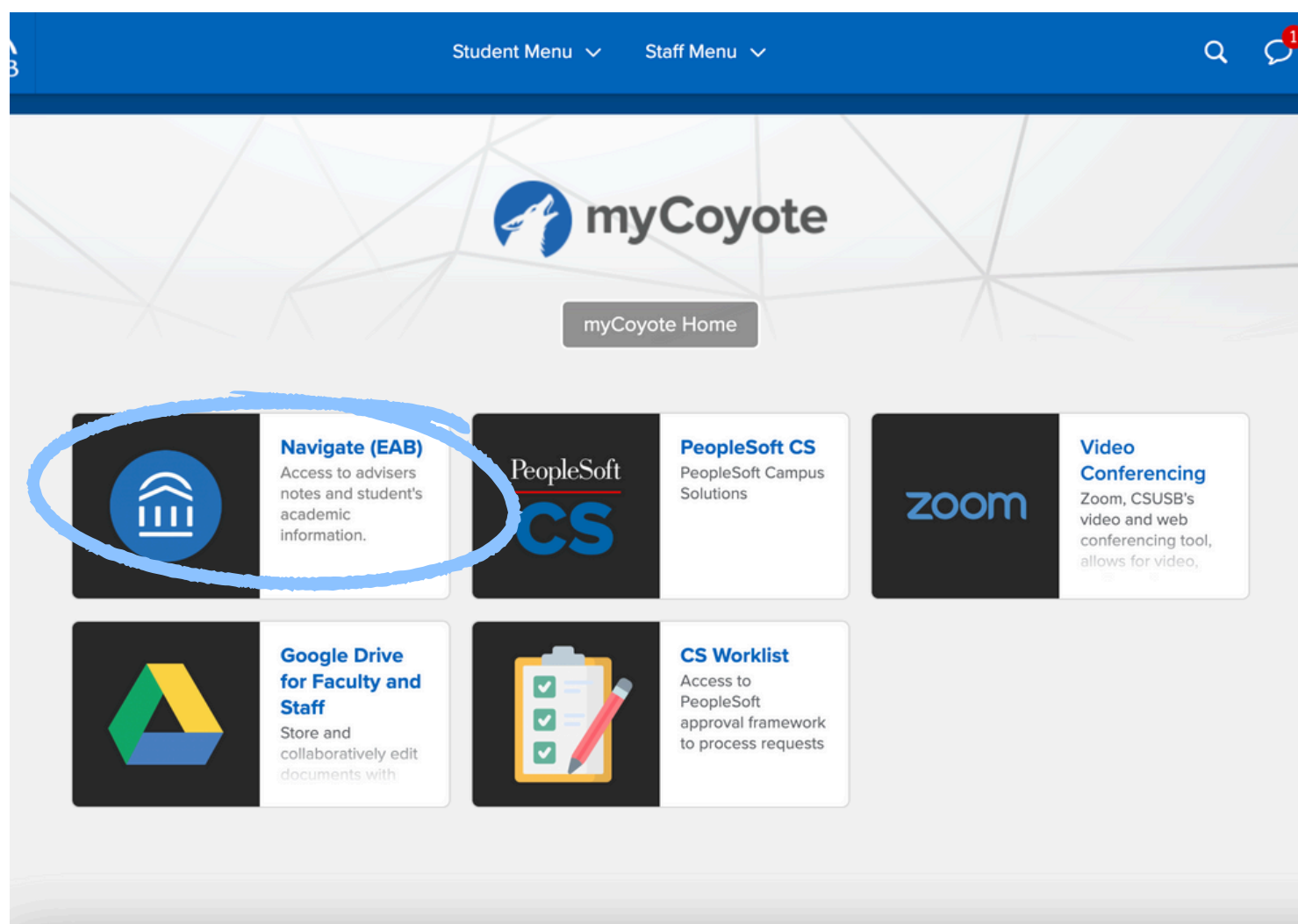
Alumni: Please e-mail hpac@csusb.edu

How to Schedule an Appointment on Navigate:

Step 1: Log on to your MyCoyote.

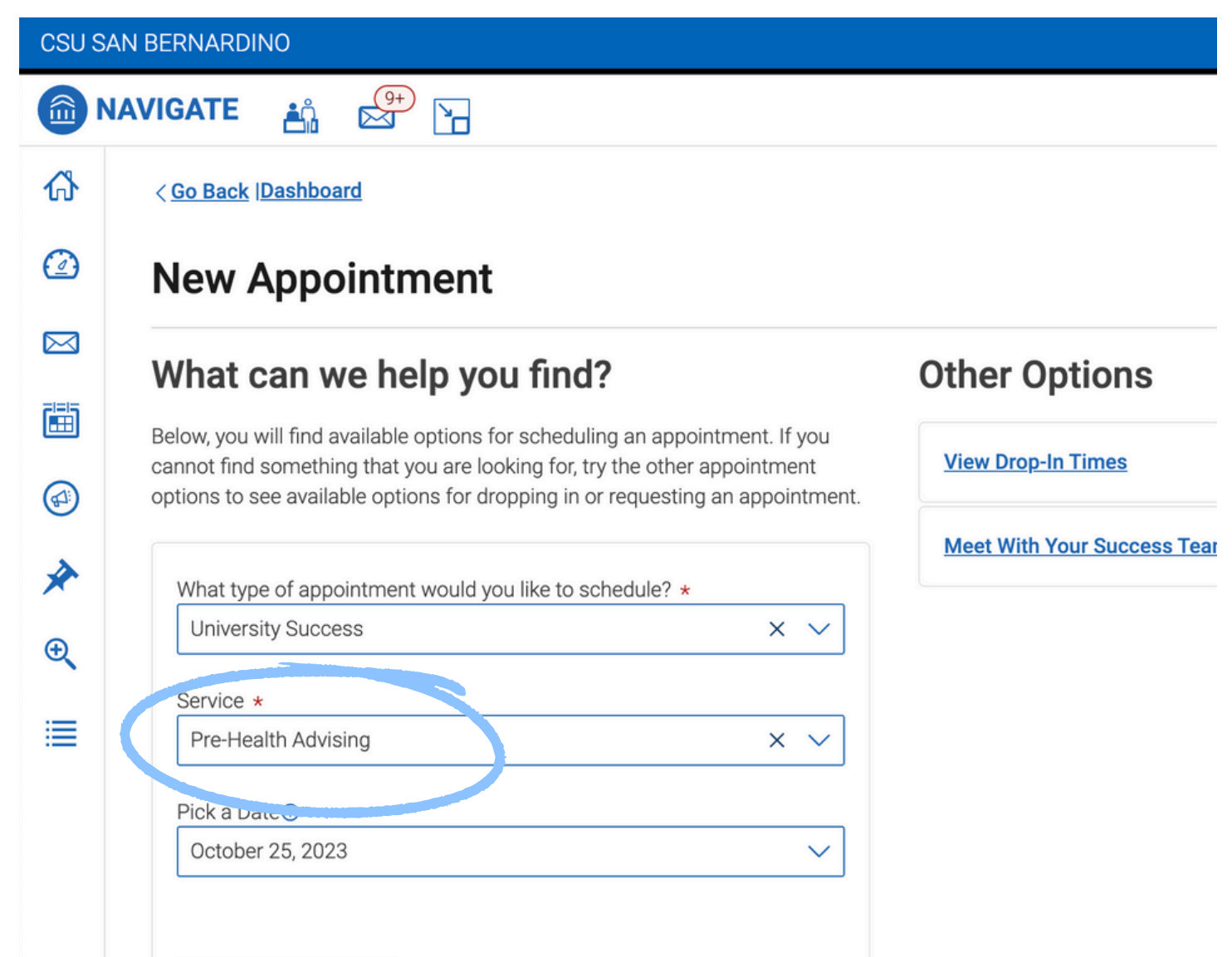
Step 2: Select the "Advising Tools" tile.

Step 3: Select the "Navigate EAB" tile.

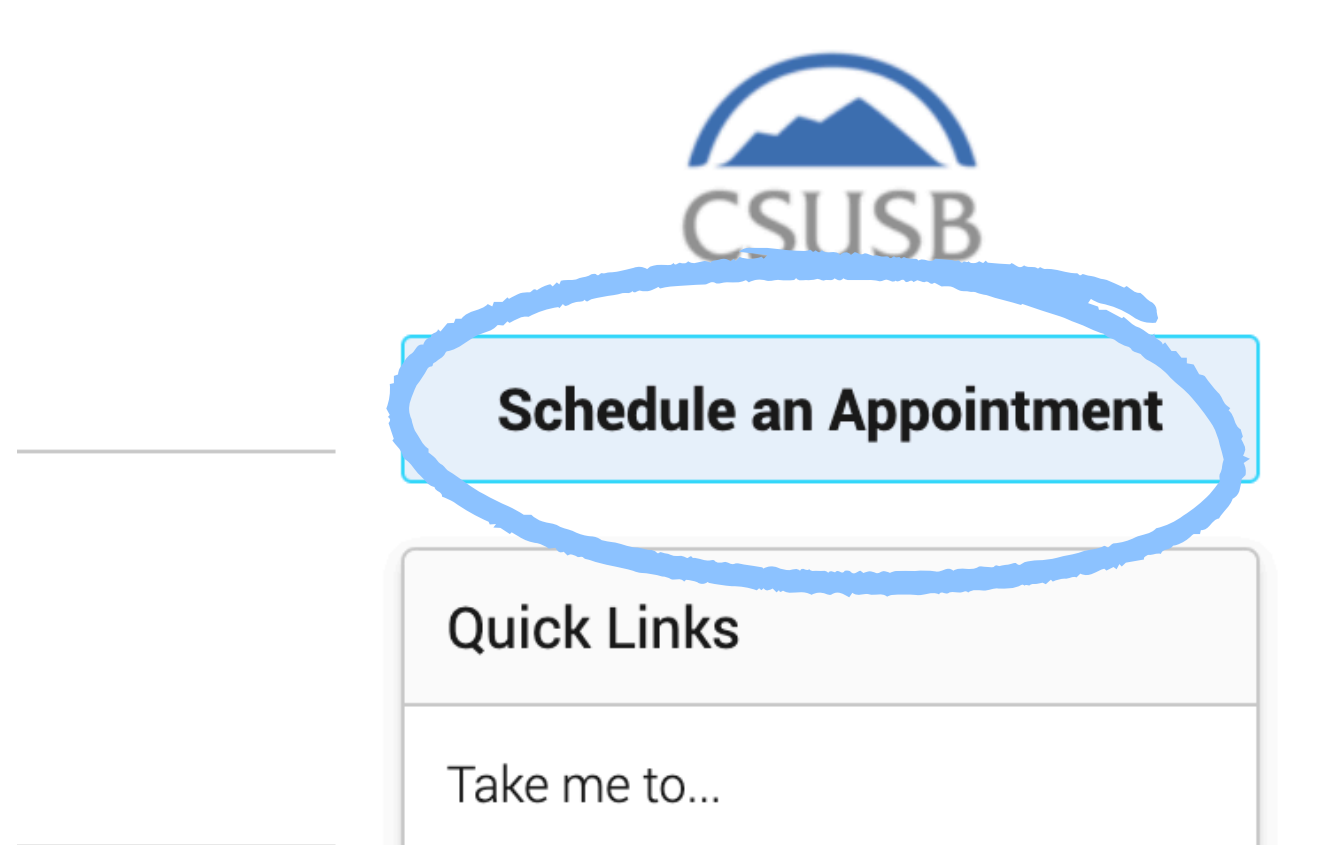


Step 5: Select "University Success."

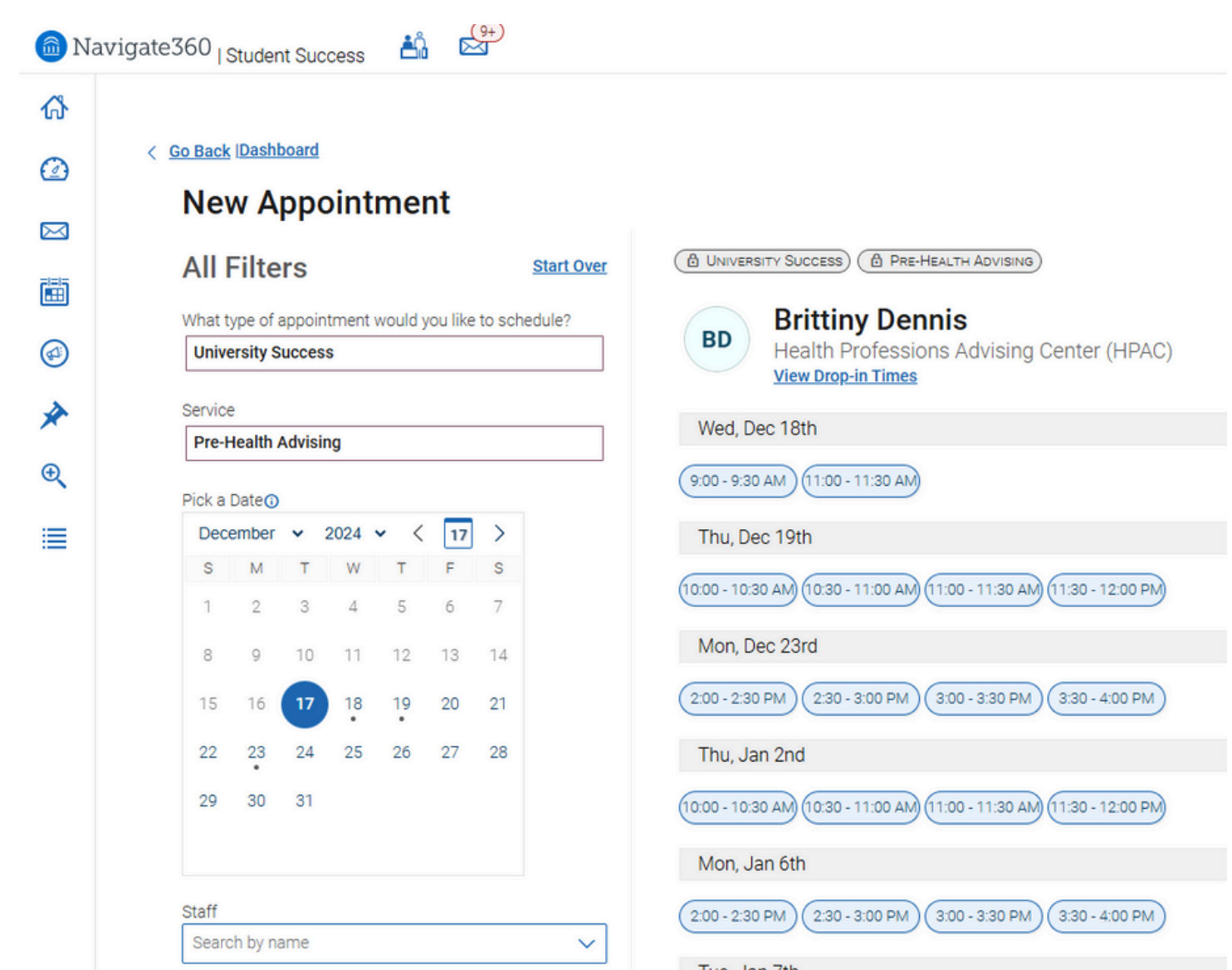
Step 6: Select "Pre-Health Advising."



Step 4: Select the "Schedule an Appointment" tab.



Step 7: Ensure the Advisor says "Brittany Dennis" and schedule a time that works best for you.



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ADVISING APPOINTMENTS

Our goal at the Health Professions Advising Center (HPAC) is to help our students be able to identify where they are at in their health profession career development. We provide accessible resources that address systematic barriers students often face when applying to graduate or professional schools. We encourage current CSUSB students and fellow Alumni to prepare for strength based advising appointments.



Prepare for your advising appointments:

- Check out our website and our available resources to your chosen health profession
- Don't hesitate or be afraid to ask any questions
- Share your goals and concerns of your education plan
- Share any information you think is important
- Share what you know about your chosen health profession
- Be open minded and respectful to other alternative choices
- **To schedule an appointment, please see our website for more information**

Advising Appointments:

- Takes 30-60 min
- Develop comprehensive academic and career action plans
- Graduate/professional application preparation
- Personal statement preparation
- Research opportunities
- Committee letters
- Review academic standing
- Transcripts

Virtual appointments:

- Make sure your device is charged and you are able to share your screen and have access your microphone
- Have a good Wifi connection
- Check out our website and our available resources to your chosen health profession
- Don't hesitate or be afraid to ask any questions

In-Person Drop in Advising:

- Check in at the Advising Center UH 329
- Inform them that you would like to speak with one of our student advisors about a question or concern you may have regarding your health profession and one of our student advisors will walk you to our office.
- Our drop in sessions range from 15- 30 min

Drop in Advising:

- Takes 15-30 min
- Review Prerequisites for health professions
- Arrange MyCAPs
- Provide volunteer & internship information
- Contact information
- Help develop comprehensive academic and career action plans