Instructions for Student Sign-on to CSA On-line Appointment Scheduling
http://studentaffairs.columbia.edu/csa/appointments

1. Sign in with your UNI and password.

2. Click on “Request an Advising Appointment”.

3. Choose “New Student Orientation Appointment” as your Advising Type.

4. Select a date range.

5. Select an appointment length. You may need to select another length if your advisor does not appear.

6. Select the check box next to your advisor’s name and click the “Check Availability” or “Refine Results” box.

7. Click on your advisor’s name and submit your request.

8. You will receive an email confirmation of your appointment and an email reminder the day before your appointment.