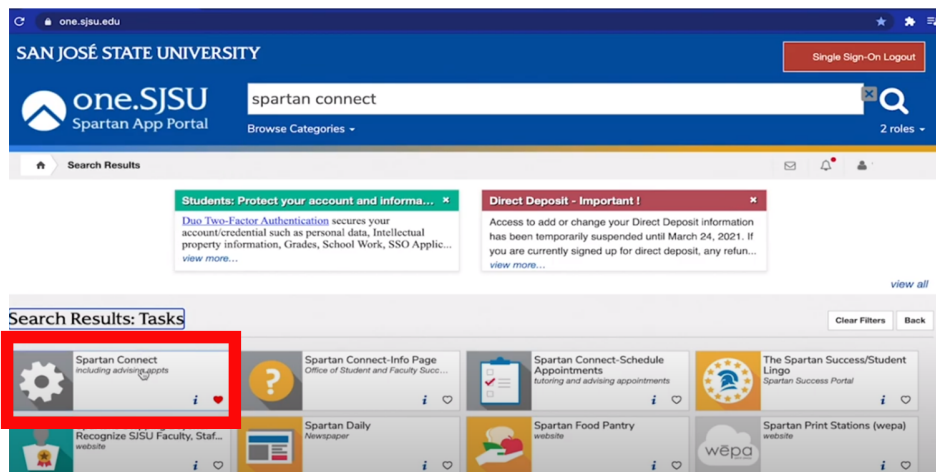
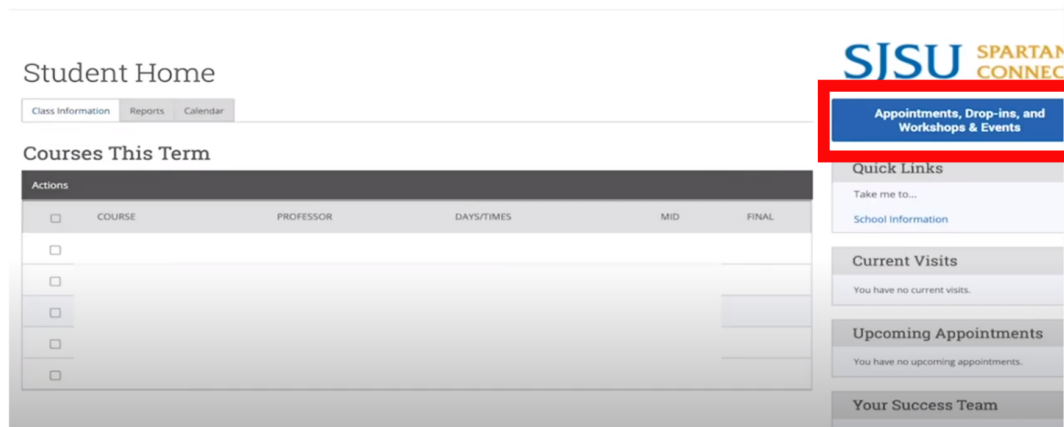


Steps to Sign up for an ESSC Change of Major workshop

1. Log into your Spartan Connect account.



2. Select the “Appointment, Drop-ins and Workshops & Events” button at the top right corner of your Spartan Connect account.



- Under the Schedule Appointment option, choose 'SJSU workshops & events' as the service area.

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What service area would you like?

-- please choose one --

- please choose one --
- Advising
- Career
- Housing (for Housing Residents Only)
- SJSU Workshops & Events**
- Tutoring/Mentoring

- Then select Change of Major/Minor as the general category of the indicated service area

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What service area would you like?

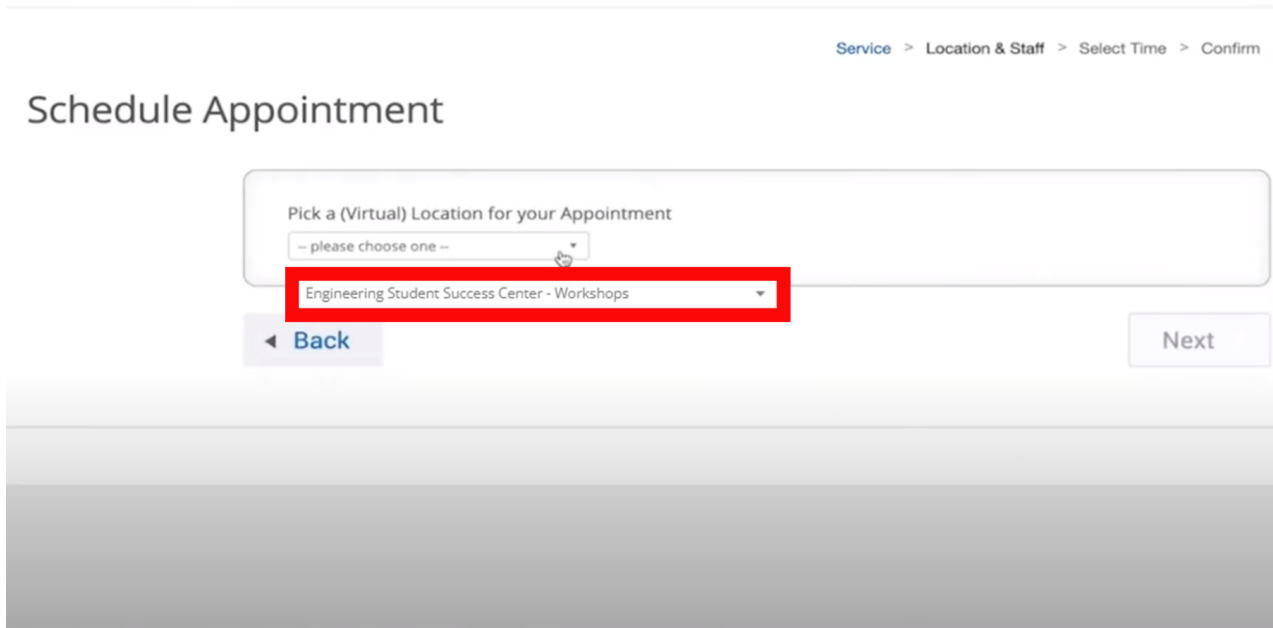
-- please choose one --

What general category of advising services would you like?

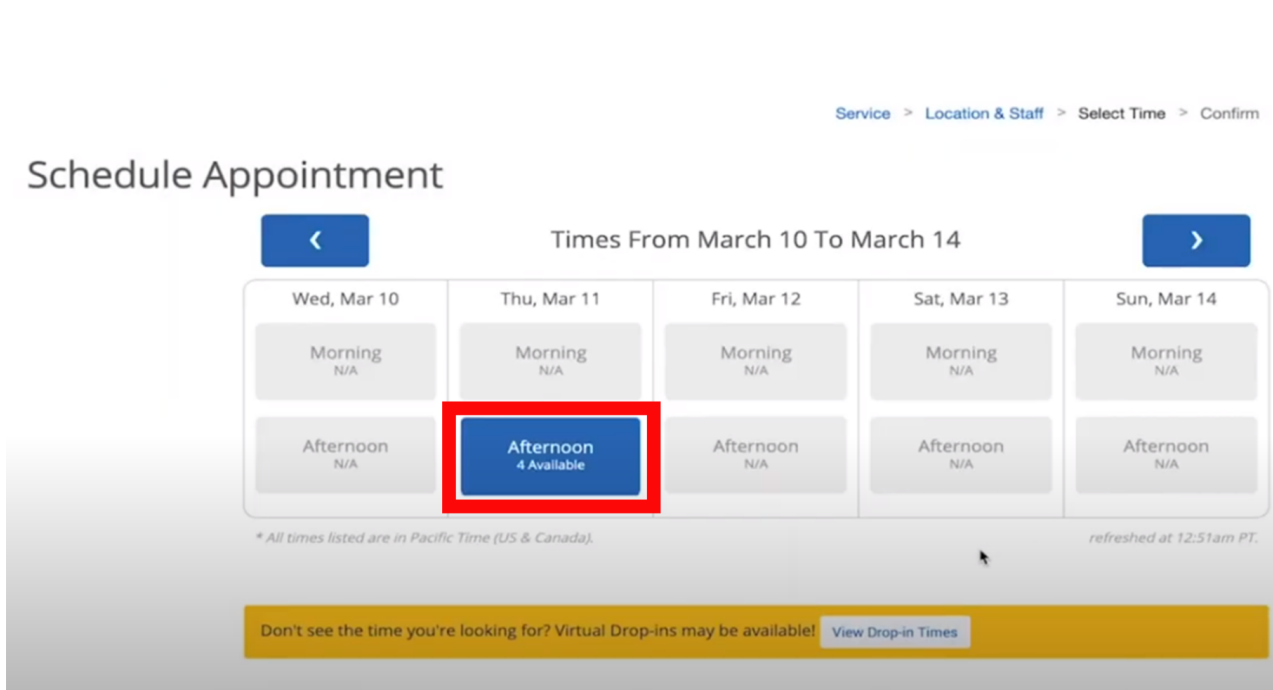
-- please choose one --

- please choose one --
- Academic Planning and Coaching
- California Promise Advising
- Change of Major/Minor**
- Disqualification/Reinstatement Advising
- Forms and Petitions
- General Education (GE) Advising

5. Pick the Engineering Student Success Center - Workshop as your virtual location for the appointment.



6. Available dates will generate and show up as a blue box as shown below.



7. Click on the available date for specific times

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From March 10 To March 14

Wed, Mar 10	Thu, Mar 11	Fri, Mar 12	Sat, Mar 13	Sun, Mar 14
Morning N/A	Close 3:00pm PT 4:00pm PT 4:30pm PT 5:30pm PT	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon N/A

* All times listed are in Pacific Time refreshed at 12:51am PT.

Don't see the time you're looking for? Virtual Drop-ins may be available! [View Drop-in Times](#)

8. Select your preferred time

9. A confirmation page will appear with appointment details.
Save the meeting link and any other important information.

10. Select the 'Confirm Appointment' button to officially schedule your appointment
- Please note that skipping this step will delete your proposed appointment date/time.

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [redacted] with [redacted] When: Thursday, March 19 1:45pm - 2:15pm

Why: Change of Major Into or Within Engineering Where: [redacted]

Additional Details

Hi there,

[redacted] is inviting you to a scheduled Zoom meeting.

Topic: [redacted]

[redacted]

Join from PC, Mac, Linux, iOS or Android: [https://sjsu.zoom.us/j/\[redacted\]](https://sjsu.zoom.us/j/[redacted])

Password: [redacted]

Or iPhone one-tap :

[redacted]

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: + 1 [redacted]

Meeting ID: [redacted]

International numbers available: [https://sjsu.zoom.us/j/\[redacted\]](https://sjsu.zoom.us/j/[redacted])

Or an H.323/SIP room system:

H.323:

[redacted]

Meeting ID [redacted]

Password [redacted]

SIP: [redacted]

Password: [redacted]

Is there anything specific you would like to discuss with NI ?

Send Me an Email

Send Me a Text.

Please provide your mobile number

[redacted]

Comments for your staff:

[redacted]

◀ Back

Confirm Appointment

11. Be sure to check your Spartan Connect Calendar to ensure your appointment date/time is generated.

The screenshot displays the 'My Calendar' interface for SJSU (San Jose State University). At the top, there is a navigation bar with 'Calendar View' and 'List of Calendar Items' tabs, and a 'Settings' link. Below this is a filter bar with checkboxes for 'Advising', 'Course', 'Assignment', 'General', 'Busy', and 'Cancelled'. To the right of the filters are buttons for 'Print Calendar (PDF)' and 'Get Assist'. The main calendar area is titled 'March 2020' and includes navigation buttons for 'today', 'previous month', 'day', 'week', and 'month'. The calendar grid shows days from 1 to 31. A red rectangular box highlights an appointment on March 19th (Thursday) at 1:45pm. The appointment title is 'Change of Major Into or Within Engineering'.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 1:45pm Change of Major Into or Within Engineering	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4