

## Online Advising Appointment Conditions

Please read the statements below before using the virtual Academic Advising Services provided by the ATLAS/CLA Advising Center at Cal State Long Beach.

### Terms & conditions:

- Information about you is confidential. It is important that you supply the most current information about yourself and your educational history so that an advisor may provide you with the most accurate information specific to your needs.
- Per the Family Educational Rights and Privacy Acts (FERPA), I hereby grant permission for an ATLAS Advisor to release academic information about myself during a live online advising appointment session, via the Zoom Conferencing system, which I understand to be encrypted and secured.
- When requesting a live online advising appointment and while asking the advisor questions, I must authentically represent myself in all aspects.
- I am the student who will be attending the live online advising appointment, and I will provide accurate personal information, educational history, and educational goals.
- Recording of an advising session without permission from both parties is prohibited by California law. All advising appointments are **NOT** recorded without your consent. I agree not to record this appointment without acknowledgement to my advisor.

### How to prepare for a virtual appointment:

- All virtual appointments require a reliable phone or Internet connection.
- If you choose to connect via the Zoom system online (sso.csulb.edu), download the Zoom application for an optimal experience (in browser capability and mobile apps are also available).
- Select a quiet and secluded location. Utilize headphones if other individuals could be within listening proximity. This will limit distractions and maintain the professional setting.
- Allow enough time before and after your appointment.

### Etiquette for a virtual appointment:

- Virtual advising appointments should be treated with the same professionalism as an in person advising appointment.
- If utilizing the video feature, dress as if you are meeting your advisor in person. Full clothing is required.
- You may choose to share your screen with an advisor. Please be aware of the contents displayed on your home screen.
- [FERPA guidelines](#) require written permission for additional parties to participate in an advising appointment. If you would like to grant another individual access to the appointment, please complete, and submit a [FERPA Information Release](#) in your MyCSULB Student Center.

If you agree to the conditions above, your appointment will be confirmed. If you do not agree and would like to cancel your appointment, please contact our office for more information.