

## Navigate Appointment Scheduling Guide

Below is a brief guide on how to use the Navigate system to schedule an individual appointment with your academic advisor. Before scheduling an appointment with your academic advisor, please make sure they are the most appropriate person to assist you with your question by checking the chart below. If you are unsure, please reach out to your academic advisor to confirm.

### What can your academic advisor help you with?

What your Graduate Student Services Academic Advisor can help you with:	What your Department Program Contact can help you with:	What your <a href="#">OGS Advisor</a> can help you with (international students):
<ul style="list-style-type: none"> <li>• Registration errors and issues</li> <li>• Issues with the student degree audit</li> <li>• Academic probation and academic standing concerns</li> <li>• Questions about GSS forms</li> <li>• General questions and concerns (<i>If you aren't sure where to go, we can help!</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Specific questions about courses (content, assignments, grading, etc.)</li> <li>• Signatures for Standard Petition forms and Registration Override Request forms</li> <li>• Questions about independent study, Master's Thesis/Project, Dissertation</li> <li>• Advice on course selection for a particular career path or area of interest</li> </ul>	<ul style="list-style-type: none"> <li>• Questions about F-1 visa compliance</li> <li>• Specific concerns about securing OPT, Pre-OPT, and CPT</li> <li>• Taking a leave of absence</li> </ul>

Many questions can be answered quickly and easily if you email your academic advisor. All inquiries will be answered within 1-2 business days! If you are not sure whether you need to schedule an appointment, you can start by emailing your advisor and ask that question. **Please be sure to include your NUID and a detailed account of your question.**

Please click on link for the [Graduate Student Services webpage](#) for information about your Graduate Student Services Academic Advisor.

# How to schedule an appointment with your academic advisor?

1.

The screenshot shows the Northeastern University Student Hub interface. At the top, the 'Resources' link in the navigation bar is highlighted with a red box. Below the navigation bar is a banner image of students with the word 'Resources' overlaid. Text below the banner states: 'A collection of resources from the myNortheastern Portal is now available on the Hub. For additional services, support, and information, visit the [Northeastern Services](#) portal.' Below this is a search bar with the placeholder text 'Search for a resource...'. A dropdown menu is open, showing a list of categories. 'Academics, Classes & Registration' is highlighted with a red box. Under this category, 'Advisor Appointment Calendar' is also highlighted with a red box. Other categories include 'My Links', 'Careers & Employment', 'Experiential Learning', 'Financial Services', and 'Graduation'. The 'Academics, Classes & Registration' section lists: 'Academic Calendar', 'Academic Catalog', 'Advising Services', 'Advisor Appointment Calendar', 'Canvas LMS', 'Course Catalog', and 'Course Registration'.

- Log into [the Student Hub](#).
- Select “Resource” in the header.
- Under “Academic, Classes & Registration”, look for “Academic Appointment Calendar”.
- If you don’t see it, you can also use the Search function on the top right corner.

2.

The screenshot shows the Northeastern University Student Hub interface for the 'Appointments' section. The 'Appointments' title is visible in the header. In the top right corner, a blue button labeled 'Schedule an Appointment' is highlighted with a red box. The top navigation bar includes a 'NAVIGATE' button and a 'Go Back | Dashboard' link.

- Select “Schedule an Appointment”.

3.

# New Appointment

## What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

...

[Show more](#) ▾

**\*What area are you making an appointment for?**

× Advising × ▾

**\*Service**

^

**CSSH Academic Academic Advising**

Meet w/ an Advisor in Another College/Program

**Engineering Academic Advising - Graduate**

Academic Probation/Academic Standing

General Advising

Graduation Clearance

**Explore Academic Advising** ▾

- Select "Advising" for the first question "What area are you making an appointment for".
- Select one of the three options (Academic Probation/Academic Standing, General Advising, Graduation Clearance) under Engineering Academic Advising – Graduate for "Service".
- Select a date under "Pick a Date"
- Click "Find Available Time".

#### 4.

### New Appointment

**All Filters** [Start Over](#)

What area are you making an appointment for?

Advising

Service

Academic Probation/Academic Standing

Pick a Date

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

< January 2022 25 >

**Staff**

Search by name

How would you like to meet?

Search by type

**Location**

Search by name

**Course**

Select course

Advising Academic Probation/Academic Standing

### Your Academic Advisor

Tue, Feb 1st

3:00 - 3:20 PM 3:20 - 3:40 PM 3:40 - 4:00 PM 4:00 - 4:20 PM 4:20 - 4:40 PM 4:40 - 5:00 PM

Wed, Feb 2nd

10:00 - 10:20 AM 10:20 - 10:40 AM 10:40 - 11:00 AM

Mon, Feb 7th

10:00 - 10:20 AM 10:20 - 10:40 AM 10:40 - 11:00 AM 4:00 - 4:20 PM 4:20 - 4:40 PM 4:40 - 5:00 PM

Tue, Feb 8th

3:00 - 3:20 PM 3:20 - 3:40 PM 3:40 - 4:00 PM 4:00 - 4:20 PM 4:20 - 4:40 PM 4:40 - 5:00 PM

Wed, Feb 9th

10:30 - 10:50 AM

Mon, Feb 14th

10:00 - 10:20 AM 4:00 - 4:20 PM 4:20 - 4:40 PM 4:40 - 5:00 PM

All times listed are in local browser timezone.

- Select your academic advisor under "Staff".
- Select "Virtual" or "In Person" under "How would you like to meet?".
- Select "College of Engineering – Graduate" under "Location"
- Leave blank for "Course".
- Select your desired appointment time.

5.

## Review Appointment Details and Confirm

<b>What area are you making an appointment for?</b> Advising	<b>Service</b> Academic Probation/Academic Standing
<b>Date</b> 02/01/2022	<b>Time</b> 3:00 PM - 3:20 PM
<b>Location</b> College of Engineering - Graduate	
<b>Staff</b> Your Academic Advisor	
<b>Details</b> Any information your academic advisor has provided (Zoom link, meeting instruction, contact information, meeting preparation requirements, etc.)	
<b>URL / Phone Number</b> Meeting link or Phone number	

\*How would you like to meet?

Virtual

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder  
Reminder will be sent to bai.tian@northeastern.edu

Text Message Reminder

Schedule

Please double check the information under “Review Appointment Details and Confirm”.

- Information under “Details” depends on what your academic advisor has set up.
- Under “Would you like to share anything else?”, write down any details for why you want to meet for your advisor to prepare for your appointment. *Appointments schedules without a note will be cancelled!*
- Click “Schedule”. You will receive two email confirmations with subject [Appointment Notification]. One from [coe-gradadvising@northeastern.edu](mailto:coe-gradadvising@northeastern.edu), one from your own NU Student email.

# How to cancel a scheduled appointment?

Follow the instruction below to cancel a scheduled appointment.

If you need to reschedule an appointment, please cancel the previous one and schedule a new one. See instruction above on “How to schedule an appointment with your academic advisor”.

1.

- Log into [the Student Hub](#).
- Select “Resource” in the header.
- Under “Academic, Classes & Registration”, look for “Academic Appointment Calendar”.
- If you don’t see it, you can also use the Search function on the top right corner.

2.

- On the home page, select your scheduled appointment under “My Appointments → Upcoming”.

3.

## Appointment Details

<b>Academic Probation/Academic Standing with</b> <input type="text" value="Your Academic Advisor"/>	
<b>Care Unit</b> Advising	<b>Service</b> Academic Probation/Academic Standing
<b>Date</b> 01/31/2022	<b>Time</b> 10:00 AM
<b>Location</b> College of Engineering - Graduate	
<b>People</b> <input type="text" value="Your Academic Advisor"/>	
<b>Details</b> <input type="text" value="Any information your academic advisor has provided (Zoom link, meeting instruction, contact information, meeting preparation requirements, etc.)"/>	
<b>URL / Phone Number</b> <input type="text" value="Meeting link or Phone number"/>	
<b>Comments</b> <input type="text" value="Any comment you previously provided"/>	
<b>Meeting Type</b> Virtual	

- Review Appointment Details to double check this is the appointment you want to cancel
- Click on "Cancel Appointment".

4.

## Cancel Appointment

<b>Academic Probation/Academic Standing with</b> <input type="text" value="Your Academic Advisor"/>	
<b>Meeting Time</b> <input type="text"/>	
<b>Reason</b>	
<input type="text" value="Appointment no longer necessary"/> <input type="text" value="Needs to cancel"/> <input type="text" value="Out sick"/>	
<input type="button" value="Cancel Appointment"/>	

- Select a reason for cancellation.
- Add any information under "Comment".
- Click on "Cancel Appointment".

5.



[View Appointments](#)

[Schedule Another Appointment](#)

- You will see "Appointment Cancelled" on Dashboard.
- You will receive an email notification from your own NEU student email with subject [Appointment Cancelled].

### **What happens when your advisor cancels the scheduled appointment?**

- If your advisor cancels a scheduled appointment, you will receive an email notification from [coe-gradadvising@northeastern.edu](mailto:coe-gradadvising@northeastern.edu) with subject [Appointment Cancelled].
- If you need to reschedule an appointment, please see instruction above on "How to schedule an appointment with your academic advisor".