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.

Who is the best contact to help you with your question?

<table>
<thead>
<tr>
<th>What your Graduate Student Services Academic Advisor can help you with:</th>
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<tbody>
<tr>
<td>• Registration errors and issues</td>
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<tr>
<td>• Issues with the student degree audit</td>
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<tr>
<td>• Academic probation and academic standing concerns</td>
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<tr>
<td>• Questions about GSS forms</td>
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<tr>
<td>• General questions and concerns (If you aren’t sure where to go, we can help!)</td>
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<tr>
<th>What your department Faculty Program Advisor can help you with:</th>
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<tr>
<td>• Specific questions about courses (content, assignments, grading, etc.)</td>
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<tr>
<td>• Signatures for Standard Petition forms and Registration Override Request forms</td>
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<tr>
<td>• Questions about independent study, Master’s Thesis/Project, Dissertation</td>
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<tr>
<td>• Advice on course selection for a particular career path or area of interest</td>
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<th>What your OGS Advisor can help you with (international students):</th>
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<tr>
<td>• Questions about F-1 visa compliance</td>
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<td>• Specific concerns about securing OPT, Pre-OPT, and CPT</td>
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<tr>
<td>• Taking a leave of absence</td>
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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.

Boston Students: coe-gradadvising@northeastern.edu
Seattle Students: coe-seattle-gradadvising@northeastern.edu
Silicon Valley Students: coe-sv-gradadvising@northeastern.edu
How to schedule an appointment with your academic advisor?

1. Log into MyNortheastern.
   - Under Services & Links, look for "Make Appointment with Advisor (Navigate)" under Academic Advising, Training & Other Services.
   - If you don’t see it, you can also use the Search function on the top right corner.

2. - Select “Advising” for the first question, “What area are you making an appointment for?”.
   - Select “Engineering Graduate Academic Advising” for the second question, “What kind of advising appointment are you looking for?”.
   - There are three options for the third question, “Choose one of the following appointment reasons and click Next.” Please select accordingly.
   - Click “Next”.
3. - Select “College of Engineering – Graduate” for the question, “Which location do you prefer?”.  
- Your assigned advisor will show up automatically when you type in the box for the last question, “Who would you like to meet with? You may choose more than one person.”.  
- Click “Next”.  

4. - The academic advisor’s availability will show up. The available morning or afternoon time slots will appear in blue and the unavailable time slots will appear in grey.
5. Click on an available block and select a specific appointment time. Each appointment is 20 minutes long. *All times are listed in Eastern Standard Time (ET).*

- Click on "Next" to confirm your appointment details.

6. Please double check the information under Appointment Details.
- Information under "Additional Details" could be different for each student. This will depend on what your academic advisor has set up.
- Use the box at bottom left to leave a note for your advisor to prepare for your appointment. (Is there anything specific you would like to discuss with your advisor?)
- Click “Confirm Appointment.” You will receive an email and/or text confirmation depending on your selection.

(Image on the next page)
7. You will receive two email notifications confirming your appointment.
   - One from coe-gradadvising@northeastern.edu with subject [Appointment Notification]
   - One from your own NU student email with subject [Appointment Notification]
How to cancel a scheduled appointment?

Follow the instructions 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 MyNortheastern.
2. Under Services & Links, look for "Make Appointment with Advisor (Navigate)" under Academic Advising, Training & Other Services.
   - If you don’t see it, you can also use the Search function on the top right corner.

1. On the home page, select “Calendar”.
2. Click on the scheduled appointment that shows up on the calendar.
   - "Organizer" shows your academic advisor’s name.
   - "Attending" shows your name and your academic advisor’s name (blocked for privacy).
3. After clicking on the scheduled appointment, the “MANAGE APPOINTMENT” tab shows up.
   - Click on the “cancel” button.

4. - Select a reason for cancellation.
   - Use the box to leave a note, if needed.
   - Click on “Mark as Cancelled”.
5. 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 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”.

6. You will receive an email notification from your own NEU student email with subject [Appointment Cancelled].