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.

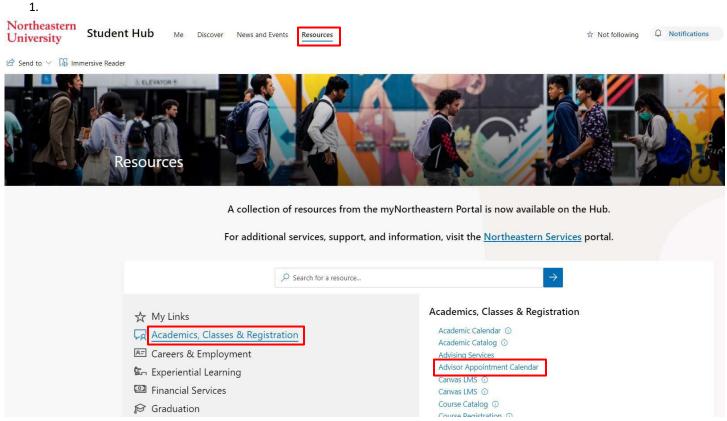
What can your academic advisor help you with?

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

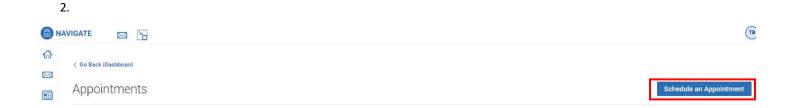
Many questions can be answered quickly and easily if you email your academic advisor. All inquiries will be answered within 1-2business days! If you are not sure whether you need to schedule an appointment, you can start by emailing your advisor and ask that question. Please be sure to include your NUID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

Please click on link for the <u>Graduate Student Services webpage</u> for information about your Graduate Student Services Academic Advisor.

How to schedule an appointment with your academic advisor?



- 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.

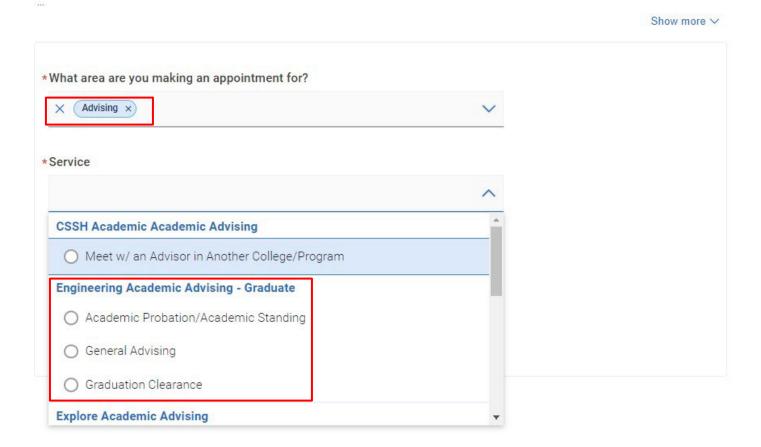


- Select "Schedule an Appointment".

New Appointment

What can we help you find?

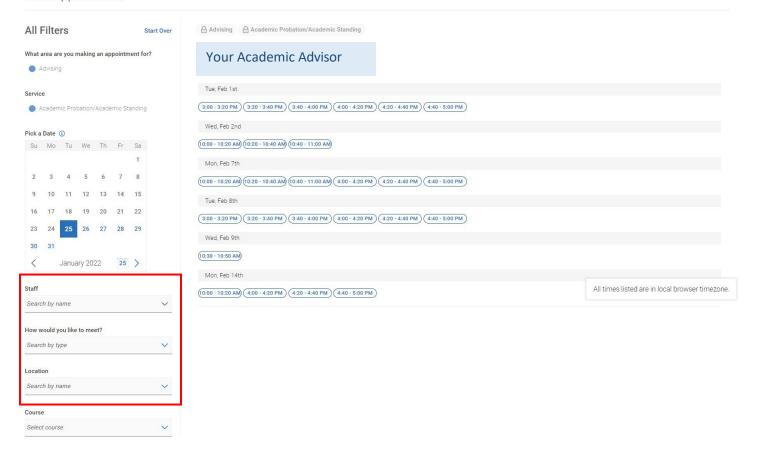
Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.



- 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".

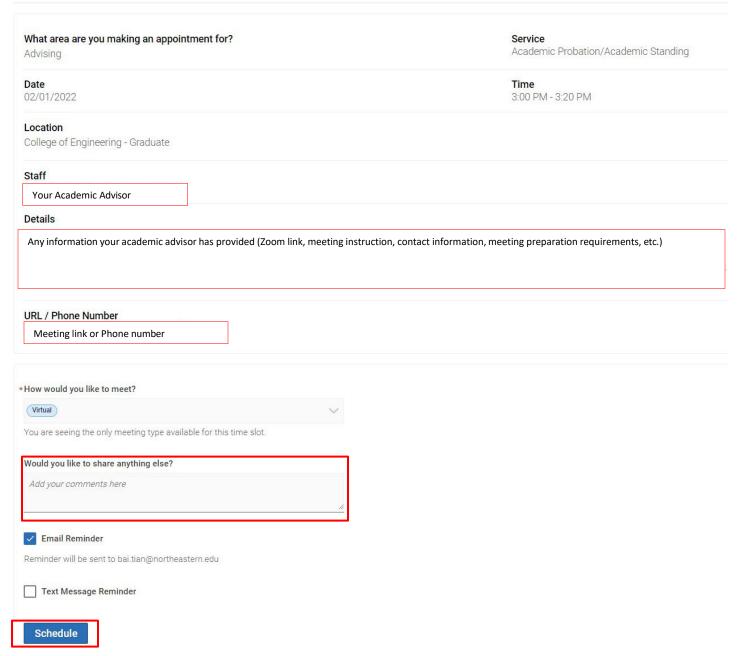
4.

New Appointment



- 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.

Review Appointment Details and Confirm



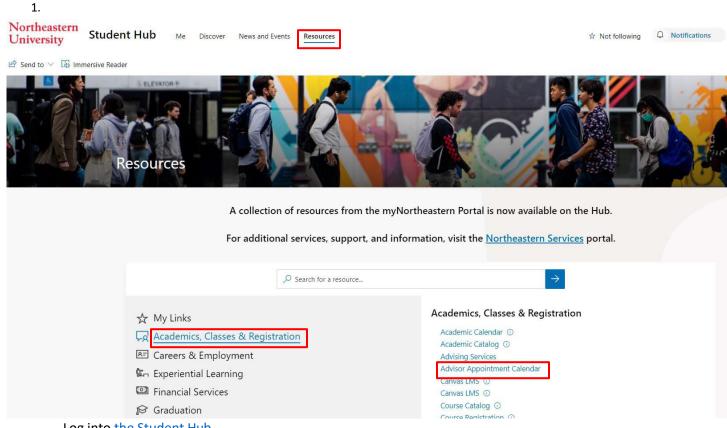
Please double check the information under "Review Appointment Details and Confirm".

- 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, 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".

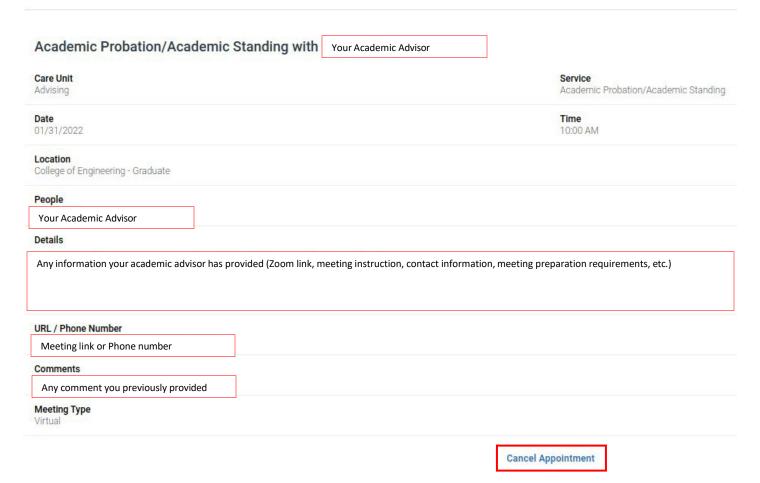


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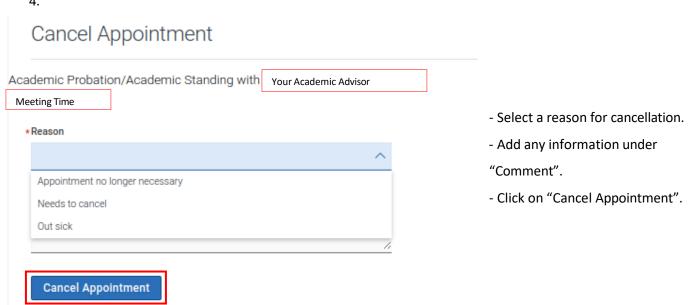
- On the home page, select your scheduled appointment under "My Appointments → Upcoming".

Appointment Details



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

4.





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 <u>coegradadvising@northeastern.edu</u> 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".