

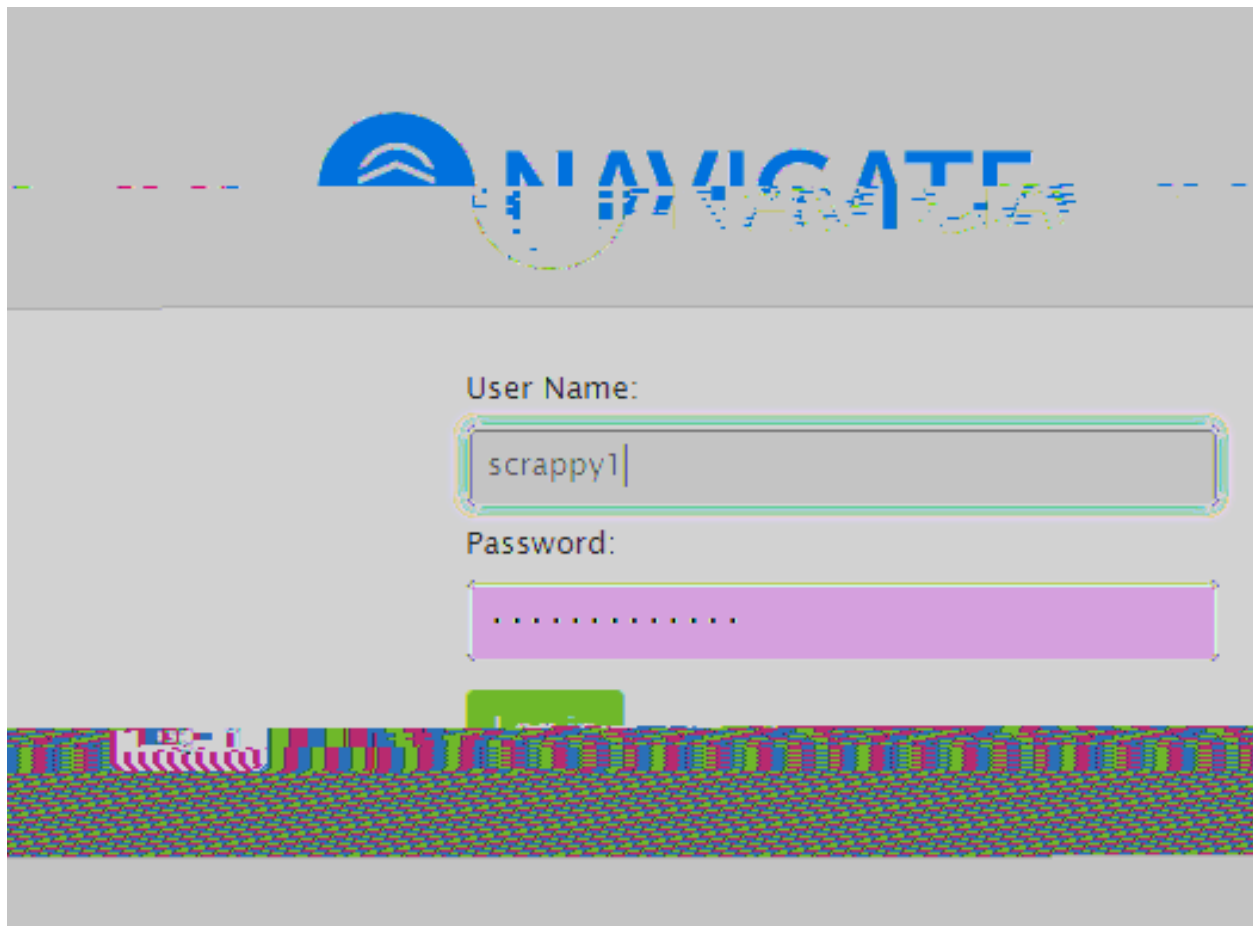
CCSE Undergraduate Advising

Scheduling an Advising Appointment

(NOTE: THESE INSTRUCTIONS ARE INTENDED FOR COMPUTER SCIENCE, COMPUTER GAME DESIGN & DEVELOPMENT, DATA SCIENCE & ANALYTICS, INFORMATION TECHNOLOGY, AND SOFTWARE ENGINEERING MAJOR/MINOR STUDENTS ONLY)

Step 1

Log in to [EAB Navigate](#) with your NetID and password. You can also get to this link on Owl Express under the 'Student Services' menu.

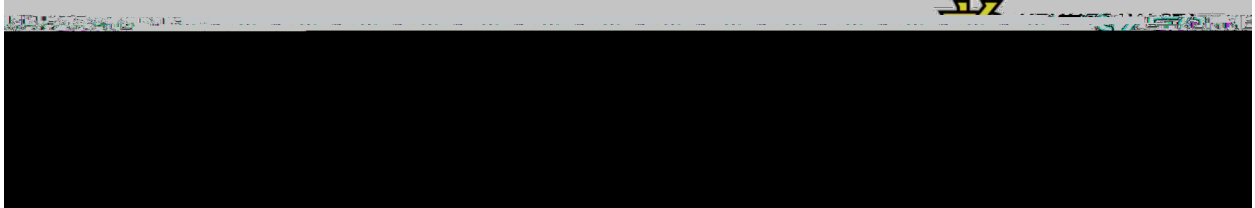


The screenshot shows the login interface for EAB Navigate. At the top, the logo consists of a blue semi-circle with a white stylized 'A' shape inside, followed by the word 'NAVIGATE' in blue, uppercase letters. Below the logo, the text 'User Name:' is followed by a text input field containing 'scrappy1'. Below that, the text 'Password:' is followed by a password input field with a light purple background and a series of dots. A green button with the text 'Log In' is positioned below the password field. The bottom of the page features a decorative border with a colorful, abstract pattern.

LOG IN TO EAB! (

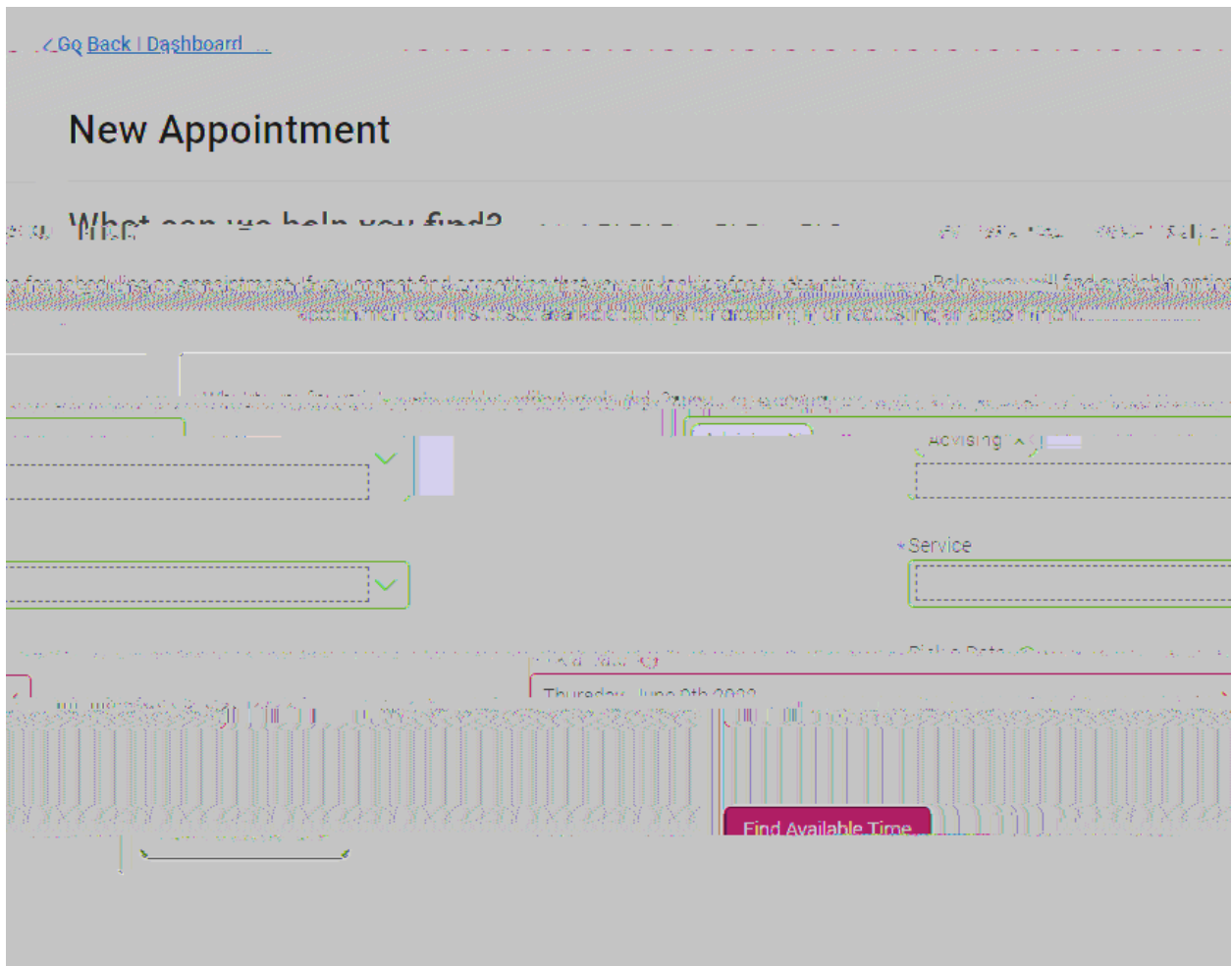
Step 2

Click on the blue 'Schedule an appointment!' button on the right hand side of the screen.



Step 3

Click/tap on the first drop-down box and select 'Advising'.



Step 4

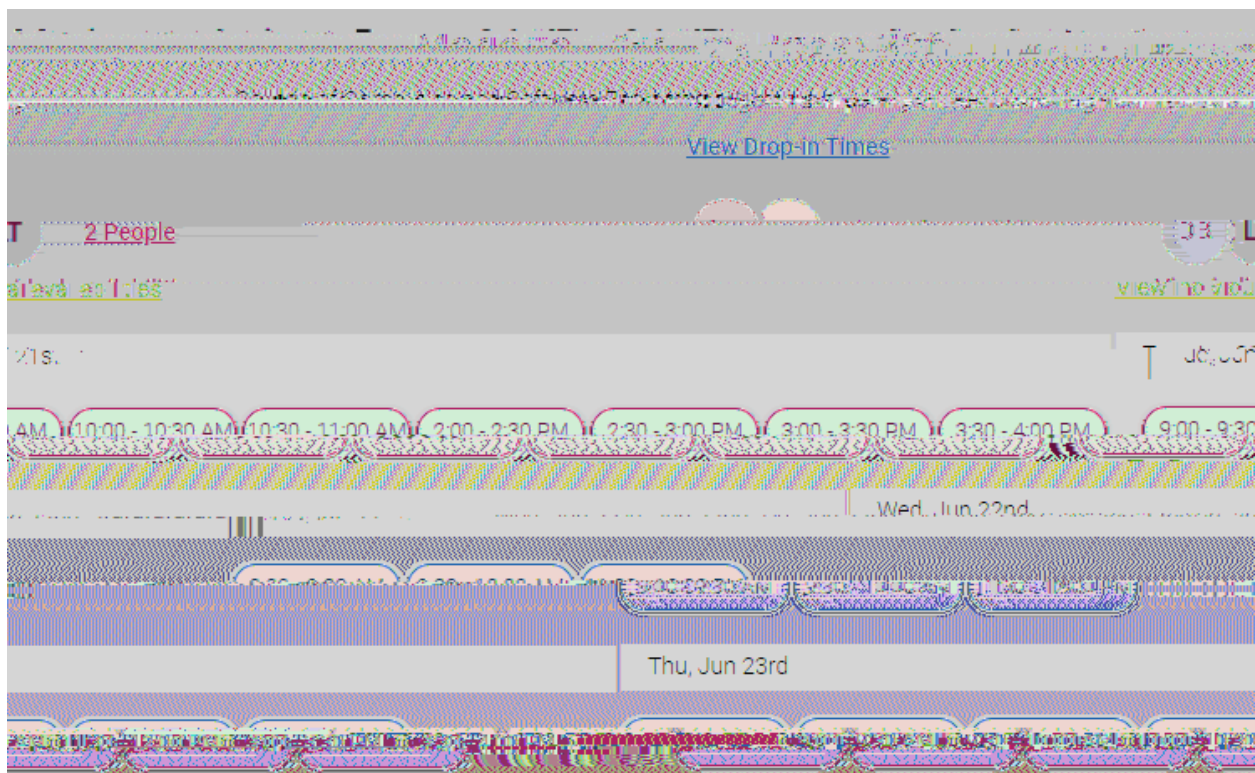
Click/tap on the second drop-down box named 'Service' and scroll to 'Computing & Software Engineering Advising'. Select the alphabet set to which the first letter of your last name belongs.

Step 5

Pick a date you'd like to schedule an appointment on, then click the 'Find Available Time' button.

Step 6

Click on the 30-minute appointment time slot you would like to schedule for your appointment.



Step 7

Review the date, time and location information, then click on the first drop-down box that asks 'How would you like to meet?'. Select the modality with which you would like to conduct your appointment, read the appointment

details message that the advisor has put for important instructions, and leave a comment about what you would like us to know in preparation of your advising appointment (e.g. areas of concern, pronouns, registration issues, a hold, etc).

The screenshot shows a web-based appointment scheduling form. At the top, the date is set to 06/28/2022. The location is Marietta - Atrium, Room 266, and the staff member is Victoria Parker. A dropdown menu for 'How would you like to meet?' is open, showing 'In-person' as the selected option. Below this, there is a checkbox for 'Email Reminder' which is currently unchecked. At the bottom right of the form is a blue button labeled 'Schedule'.

Step 8

Make sure you select 'Email Reminder', ESPECIALLY if you are scheduling an appointment a couple weeks in advance. Click the blue 'Schedule' button, and then all you need to do is attend your appointment!

We look forward to talking with you!
