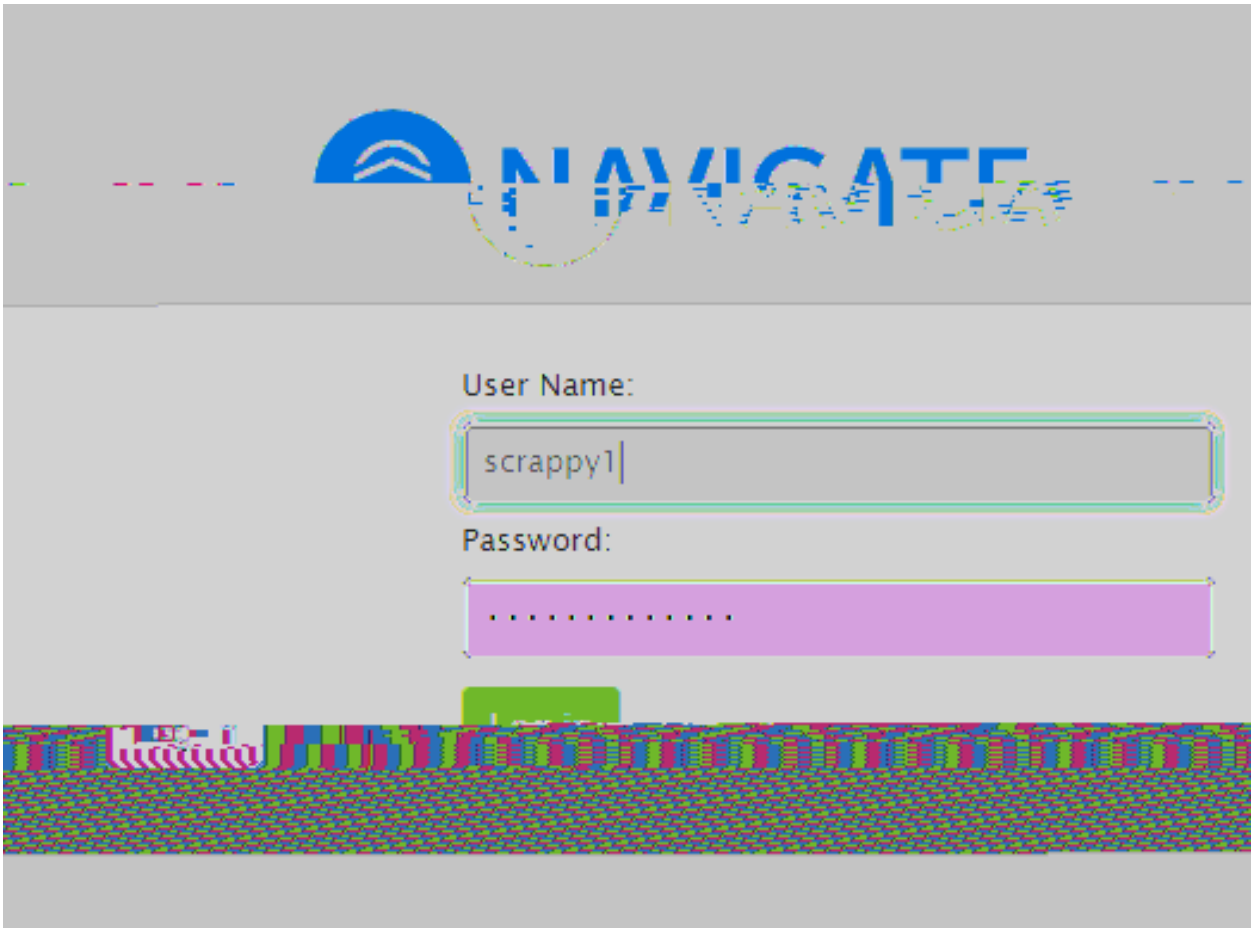
CCSE Undergraduate Advising

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

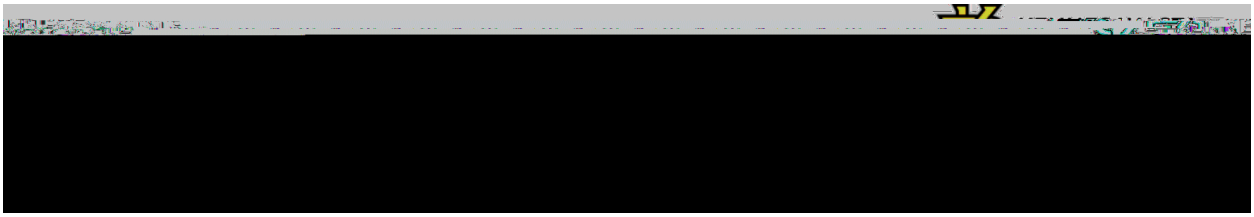
Log in to EAB Navigate with your NetID and password. You can also get to this link on Owl Express under the 'Student Services' menu.



LOG IN TO EAB! (

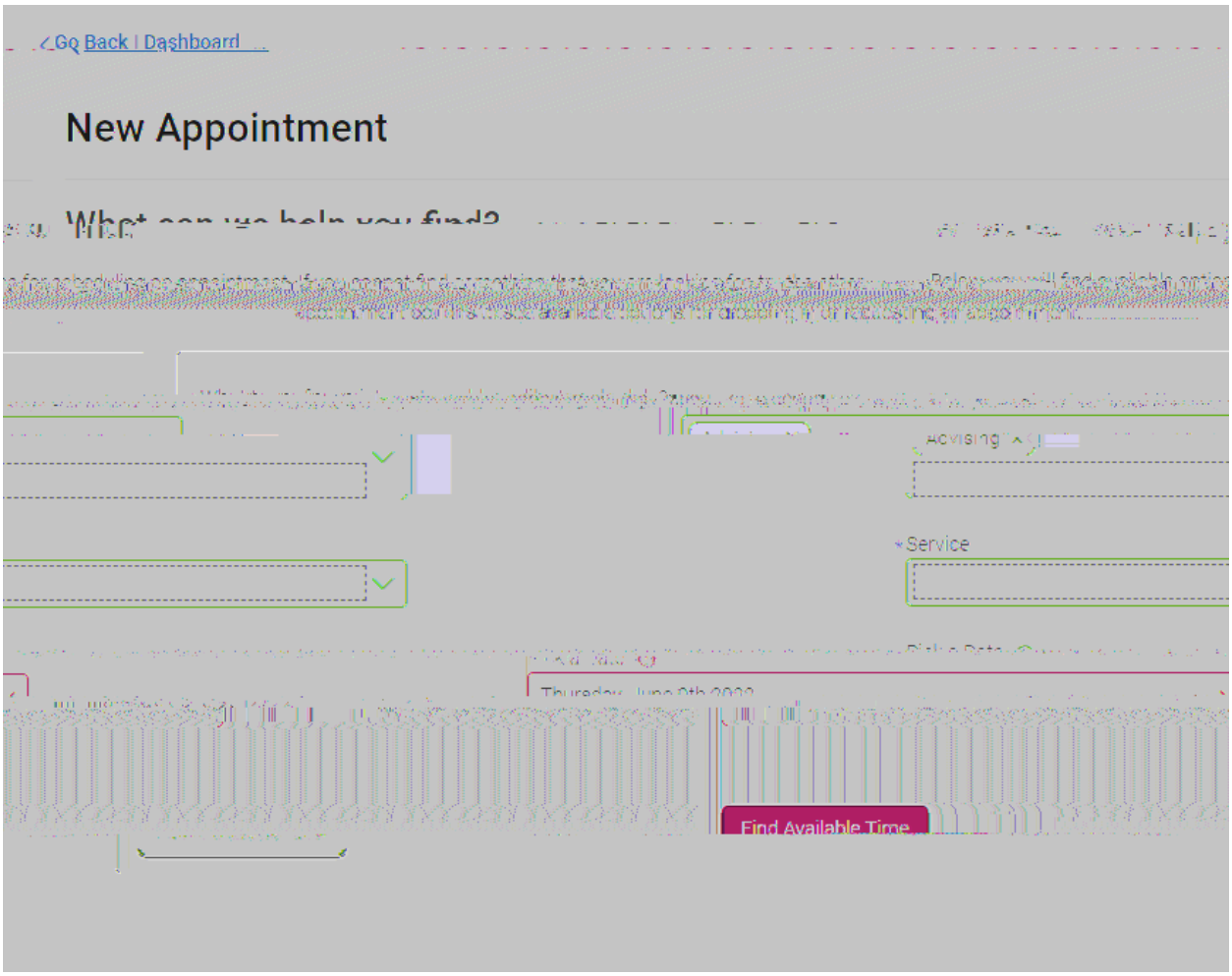
Step 2

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

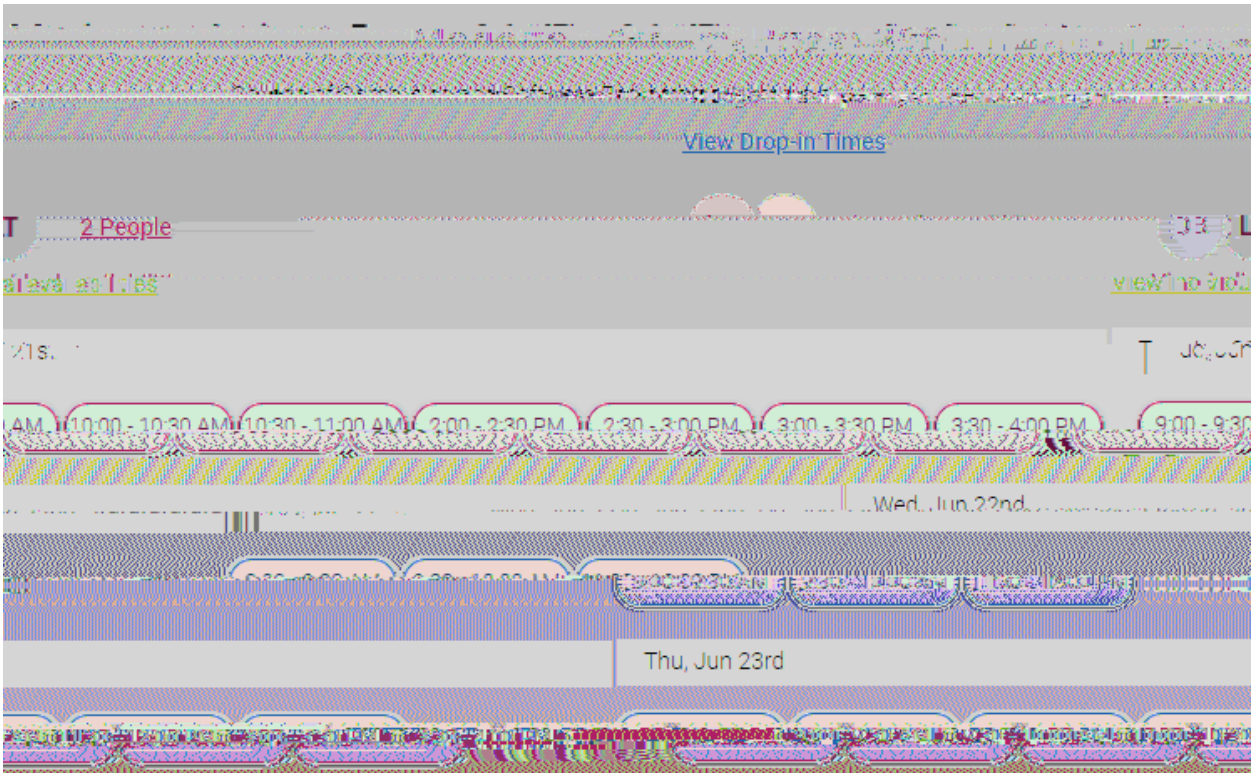
Click/tap on the second drop-down box named 'Service' and scroll to 'Computing & Software Engineering Advising'. Select the alphabet set to which the **first letter of your last name belongs**.

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).

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!