

HOW TO MAKE AN APPOINTMENT ON-LINE

All appointments for the academic advisors are made on-line through the MyNEU Portal. Appointments must be made at least one day in advance. Next day appointments are not available after 4 PM.

1. Log on to www.myneu.neu.edu with your username and password.
2. Click on the “Self-Service” tab.
3. On the left side of the page, you will see a link for the “College of Business Advisor Calendar.”



4. A new browser window will open asking you to select your Academic Advisor’s name. Select the name of your PRIMARY advisor.
5. **PLEASE READ the ‘Additional Information’ text.** This is a note from your advisor that lists updated information, special directions, and requests.
6. Click on the arrow ► to open the “Calendar View” to see the available walk-in hours.
7. Available appointments are listed below the calendar view. Select the desired time slot. Fill out your e-mail address, phone number, year of graduation and major (include dual concentrations) and a brief but detailed explanation what you would like to talk about.

The appointment cannot be processed if any of these blocks are empty.

8. Click “Book Appointment” and your appointment will be confirmed.

ADDITIONAL INFORMATION

- ❖ **WALK-IN HOURS:** Walk-in hours are designed to meet the needs of as many students as possible in the shortest time period possible. If you believe your issue will take more than 20 minutes to be resolved, please, schedule an appointment with your advisor.
- ❖ **SENIOR CLEARANCE:** All students in the senior class must complete a senior clearance in order to be registered for graduation. Appointments should be noted as such.
- ❖ **APPOINTMENTS FOR STUDENTS ON CO-OP:** To service the needs of our student on co-op some advisors have appointments available after the office has closed for the evening. These appointments will be posted on the advisor’s calendar. If your advisor requests for you to call the front desk to make an appointment, call (617) 373 – 3270 to see the next available after-hour appointment. Other advisors will have these hours available on-line.

If you have any trouble making an appointment or cannot see our link on MyNEU, please call the CBA Undergraduate Program Office at (617) 373-3270. If you are withdrawn from the university you will not be able to view the link, please call or stop by the front desk and someone will schedule an appointment for you.