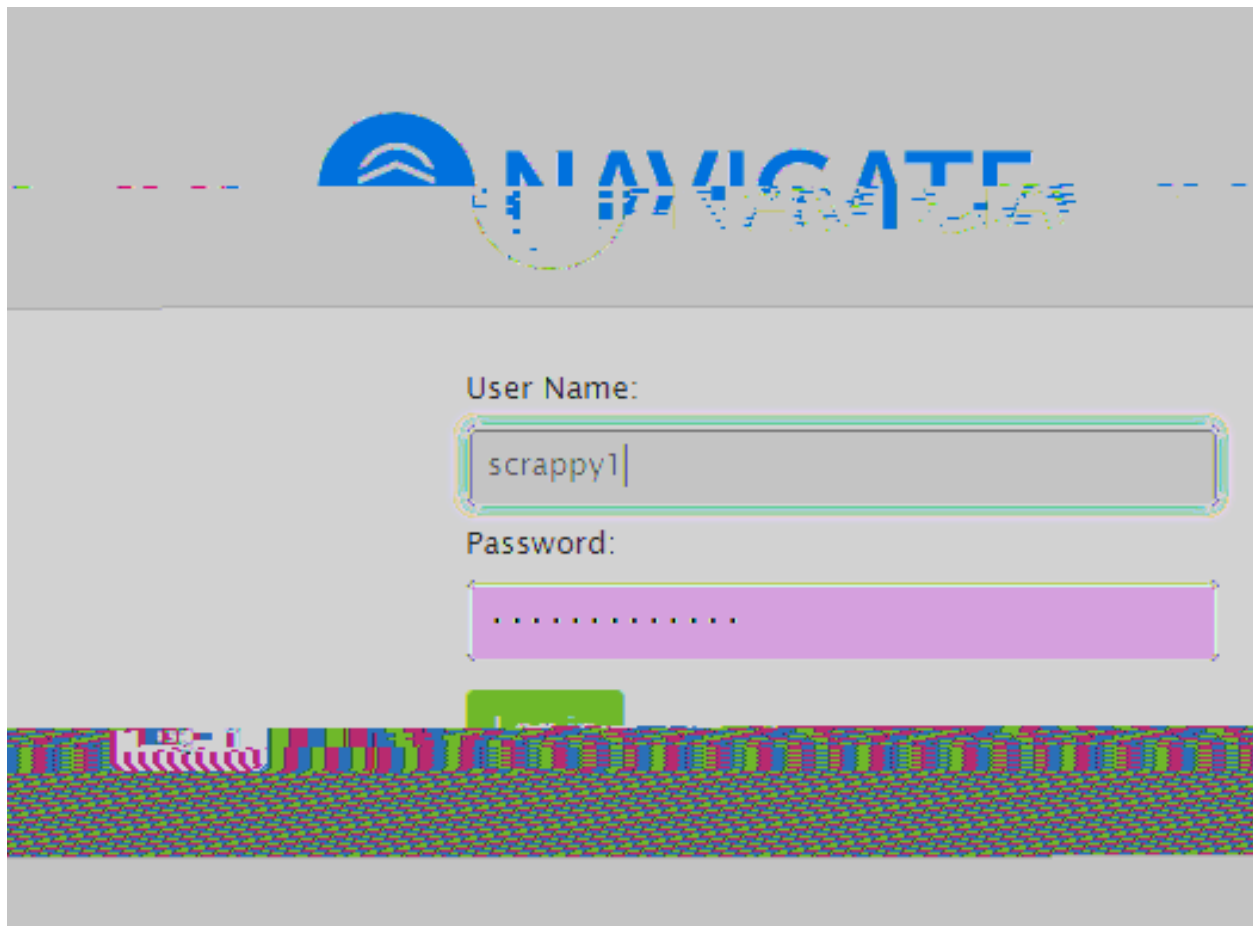


# CCSE Advising Scheduling an Appointment

N L C M E C I E N C E C M E G A M E  
D E I G N D E E L M E N D A A C I E N C E  
A N A L I C I N F M A I N E C H N I C A L G A M E A N D  
F A E E N G I N E E R I N G D E N

## Step 1

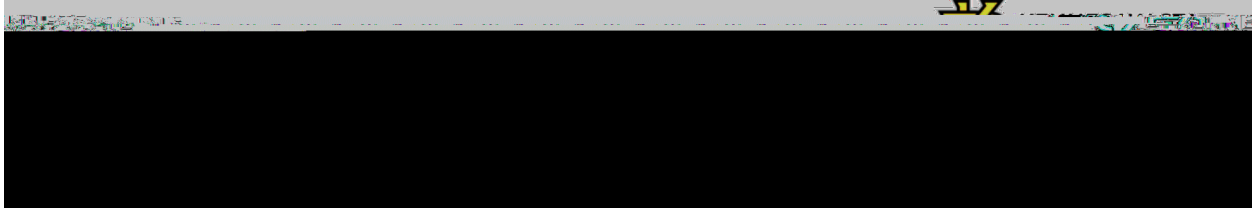
Log in to [EAB Navigate](#) with your NetID and password. You can also get to this link on Owl Express under the 'Student Services' menu.



**TAKE ME TO EAB!!**

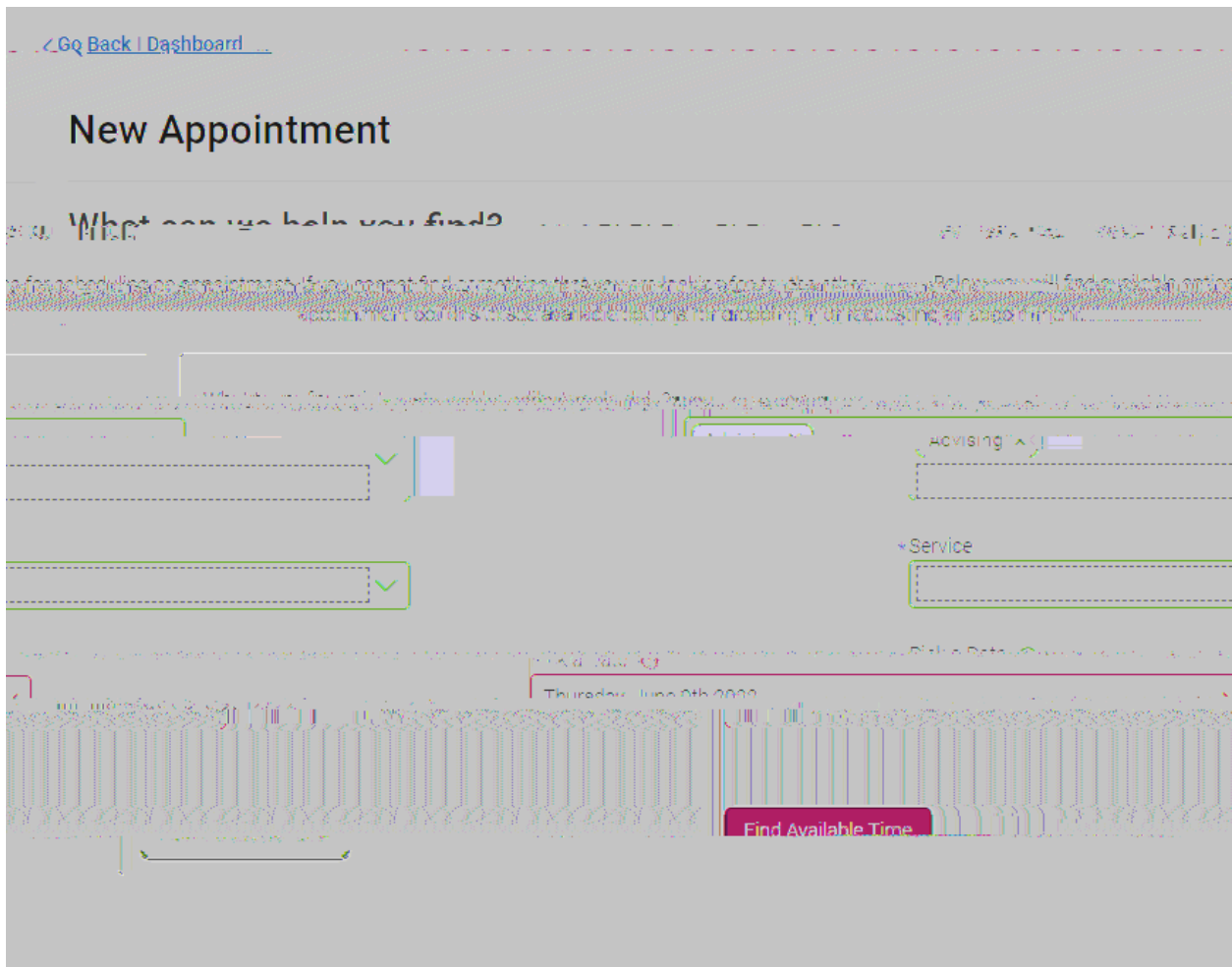
## Step 2

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'.





details message that the advisor has put for important instructions, and leave a comment or 10 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 image shows a screenshot of a web-based appointment scheduling form. At the top, the date is set to 06/28/2022. Below that, the location is specified as Marietta - Atrium, Room 266, and the staff member is Victoria Parker. A dropdown menu titled 'How would you like to meet?' is open, showing 'In-person' as the selected option. Below this, there is a section for 'Email Reminder' with an unchecked checkbox. At the bottom of the form, there is a prominent blue 'Schedule' button. The form is overlaid on a background that appears to be a calendar or a list of available time slots.

## 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!

Need help now? Email us at [ccseadvising@kennesaw.edu](mailto:ccseadvising@kennesaw.edu)

[If you are NOT a CGDD, CS, DSA, IT, or SWE major/minor, then find your assigned advisor at https://advising.kennesaw.edu/who.phpr](https://advising.kennesaw.edu/who.phpr)

We look forward to talking with you!