

Scheduling an Appointment

The myNEU Co-op Faculty Appointments Calendar located at <http://myneu.neu.edu> allows you to review Co-op Faculty calendars; to view dates, times and campus locations of Walk-In Hours and available Appointment Slots; and to schedule an appointment with Co-op Faculty directly on-line.

To review a Co-op Faculty calendar and/or make an appointment:

1. Login using your **myNEU Account ID**
2. Select **Co-op / Career Services**
3. Select **Appointment & Walk-in Calendar**
4. From the list, select the name of the Co-op Faculty whose calendar you want to review and click **“GO”**
5. Scroll down the Co-op Faculty Calendar page, to review:
 - a. “Additional Information” provided by the co-op faculty member
 - b. Click “View Your Appointment Summary” to check the list of reserved hours and/or cancelled hours
 - c. Scroll down the page to view a week of your co-op faculty member’s calendar, click **Next** to see next week
 - d. Scroll down to **Available Hours** then choose the appointment slot you wish, check the email address listed (you can change the default myNEU Mail address to another account address),
 - provide any additional contact information (e.g. – phone number) you wish and then click **“Book Appointment”**
 - e. To cancel an appointment look at your reserved hours and click “Cancel Appointment”
 - select the appointment you wish to cancel and click “ok” on the left.
6. Contact your assigned Co-op Faculty Coordinator for additional information on using Co-op Calendaring and for specific details on their calendar and available appointment schedule

Undergraduate assignment by student’s last name:

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