



Northeastern University

College of Computer and Information Science
Cooperative Education

CCIS GRADUATE STUDENT ASSIGNMENTS

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SCHEDULING AN APPOINTMENT

The myNEU Co-op Faculty Appointments Calendar located at <http://myneu.neu.edu> allows you to review Co-op Faculty calendars and to schedule an appointment.

How to schedule an appointment:

- Log onto your **myNEU Account ID**
- Click on the Experiential Learning/Co-op tab on the top of the page
- Click on “Appointment Calendar” on the top left hand side of the page
- In the center of the page, under “Request an Advisor Meeting,” choose CO-OP from the “Select a college” option
- Choose CO-OP/Computer & Information Science from the “Select a College/Affiliation” option
- Click on the coordinator’s name, in red, that you wish to schedule an appointment with
- A calendar will appear with the days and times that the advisor is available and you may make your appointment

- Contact your assigned Co-op Faculty for additional information