How to Schedule an Advising Appointment via Email

These are step-by-step instructions on how to make an appointment with your College of Engineering, Forestry, and Natural Sciences (CEFNS) advisor. Make sure to complete the following steps to ensure that your appointment is made ASAP! Please email us at minimum 48 hours prior to when you would like to meet with your advisor.

Step 1: Use your NAU email account to open a new email to be sent to CEFNSAcademic@nau.edu or EGR.Advising@nau.edu (for Engineering students)

Step 2: Type in the subject line “Advising Appointment”

Step 3: Include the following items in the main text of the email:

- Are you a continuing student, new incoming student, or a prospective student?:
- Phone appointment or in-person appointment?:
- Student ID #:
- CEFNS Major/Minor you need advisement on:
- Current phone #:
- A brief reason for the appointment:
- What days and times work best for you for an appointment:

Step 4: Send off the email and you will hear back from us within 1 business day!