Guide: How to schedule an appointment with a CJ or PA major adviser on Navigate.
Select “Advising” from the drop-down options
First, select “Academic Advising” from the drop-down options.

Then, select the reason why you need to see your major adviser.

Only the following services are available at the School of Public Affairs:

- Academic/Personal Challenges
- Class Scheduling
- Eligibility Questions
- Major Advising
- Major/Minor Exploration/Change
- Minor Advising
- Peer Advising
- SAP/Max Units
- Financial Aid Appeal
Select the “PSFA: Public Affairs” for the location.

The actual location of the meeting will be listed on the confirmation email. The location selected here only serves to identify your adviser. All advising sessions are currently conducted via Zoom.

Then, click on “Next”
Select your major adviser, Nora Leyva. Please note that depending on the service you selected, you may meet with a peer adviser who is trained to provide that service, even if you selected ‘Nora Leyva’ during this step.

Then, click on “Next”
Days with availability are in blue. Select a day that works with your schedule.

If none of these dates work or there is no availability during the current week, check our availability on following weeks.

Do NOT select either of these options.

Then, click on “Next”
Select a time that works with your schedule.

Then, click on “Next”
Do you want to receive email or text reminders? If so, check the appropriate boxes.

Then, click on “Confirm Appointment”
Your appointment has now been scheduled. You will receive an email confirmation.