

CBE Undergraduate Programs Office AdvisorTrac User Guide

Making an Appointment with your advisor:

- Go to cbeundergrad.lehigh.edu/advising to access the link to AdvisorTrac.
- You may need to log in with your Lehigh username and password (same as your Lehigh e-mail account).
- On the main page, you can schedule an appointment by clicking either of the two links under the Calendar/appointments tab on the left of your screen.

Select the “Schedule” link and choose your advisor and an available time to meet.

-OR-

Select the “Search for Availabilities” link to search for an available time for your advisor. You will need to select the center and your consultant (advisor).

- NOTE: Leave the “Location” drop down blank.
- Click on the time slot that fits your schedule.
- A new screen will appear with the appointment information.
- Remember to select “Save.”

CBE Undergraduate Programs Office:
Hours: Monday - Friday
8:15-4:45 p.m.
Walk-in Hours: Monday-Thursday
11:00 a.m.-1:00 p.m.

Cancelling an appointment with your advisor

- Go to cbeundergrad.lehigh.edu/advising to access the link to AdvisorTrac.
- You may need to log in with your Lehigh username and password (same as your Lehigh e-mail account).
- Click on the “X” next to the appointment you wish to cancel.
- Click “Confirm Cancellation.”

AdvisorTrac Useful Tips:

- Make sure to cancel an appointment ahead of time.
- If you miss three appointments without canceling, you will be prohibited from making an appointment and will need to contact the CBE Undergraduate Programs Office.
- When searching for availabilities, you may need to select a different date range if your search does not yield any results.
- If you encounter issues or do not have access to AdvisorTrac, please contact cbeadvising@lehigh.edu or 610-758-3400 during office hours.

