

A face-to-face appointment with an SDS can be scheduled in two ways:

Schedule an appointment online:

1. Log in to [MyBrookdalePortal](#)
2. Click the AdvisorTrac icon on the left side of the screen:
3. Click *Search Availability* on the left side of the screen.
4. Choose a *Center* (campus), on the left, from the pull-down menu. If you are choosing Lincroft, you may choose an SDS specializing in one of 4 of Brookdale's academic divisions, depending on your degree program:
 - **Business & Technology:** Automotive, Accounting, Business, Computer Science, Culinary Arts, Engineering, Electronics, Fashion Merchandising, Marketing, Networking, Paralegal, Sustainable Energy
 - **Humanities:** Liberal Education (undecided), Architecture, Communications and Media Studies, Creative Writing, Digital Media, Fine and Performing Arts, English, Graphic Design, Interior Design, Journalism, Languages, Music Technology, Public Relations, Speech Communication, Women's & Gender Studies
 - **Science & Mathematics:** Allied Health, Biology, Chemistry, Environmental Science, Mathematics, Physics
 - **Social Science:** Anthropology, Criminal Justice, Education, History, Human Services, International Studies, Philosophy, Political Science, Psychology, Sociology
 - **EOF:** For students in the Educational Opportunity Fund program of any major.
5. You may search for a specific SDS by choosing from the *Consultant* pull-down menu. You may also adjust the dates, times and days of the week for your search. Click *Search*.
6. Choose your appointment time by clicking on one of the green buttons. If no appointment times appear, adjust your search parameters and click *Search* again.
7. A dialog box will appear. Choose a reason for your appointment and enter your phone number. Click *Save*. Your appointment is now scheduled! Remember to save your appointment time and date somewhere where you will remember it, and make a reminder for yourself! If you need to cancel, call 732-224-2555 and allow at least 24 hours.

Need more help making your appointment online? Watch this video tutorial:

[How to Make a Counseling Appointment](#)

Schedule an appointment by phone: Call 732-224-2555 during Counseling and Advisement hours of operation.

