



NAVIGATE

Appointment Scheduling Procedures Spring 2025 New First Year Students

All advising appointments are created through Navigate Student. This platform will give you powerful planning tools and quick access to valuable information in addition to appointment scheduling.

Download the Navigate Student mobile app from the [Apple App Store](#) or from [Google Play](#). Search for "Navigate Student." We **highly** recommend that you download the app. However, the platform can also be accessed through this [link: https://ccny-cuny.navigate.eab.com/app/#/authentication/remote/](https://ccny-cuny.navigate.eab.com/app/#/authentication/remote/)

[Visit the CCNY Navigate Student Website for information and tips.](#)

1. Log in to the Navigate Student mobile app or the desktop version using your CUNY login credentials (First.Last##@login.cuny.edu)
2. Go to "Schedule an Appointment."
 - Tap "Appointments" and then "Schedule an Appointment."
3. Select your appointment type: "Academic Advising."
4. Select the type of service:
 - Your intended major determines your Advising Office. [Click here for information about which Advising Office](#) houses your major and see below for additional information about intended majors.
 - **If you are keeping the same major that you were admitted to**, even if that is "Undecided" select New First Year Academic Planning.
 - i. **EXCEPTION: Grove School of Engineering Majors:** Select the "New First Year" advising service for your major, **only if you have already been admitted to a specific engineering program, or as Undeclared Engineering with a Math 20100 (Calculus 1) placement.** Intended Majors and Math Placements will be posted on your [MyCity Page](#). If you do not have a placement, you must schedule a math placement test via your MyCity page. **If you were not placed in Math 20100 and wish to pursue engineering**, you will be

advised at The Hub and should choose 'New First Year Academic Planning'.

- **If your intended major has changed:**
 - i. Select 'New First Year Major Change' and schedule an appointment with the Advising Office that houses your new intended major ([click here if you're not sure which office to select](#)).
 - ii. If you are changing to undecided choose "New First Year Academic Planning" with The Hub.
 - iii. **Please Note:** You cannot change your major to engineering, computer science or architecture until you are admitted to that professional school first. If this is your intention, select "New First Year Academic Planning" with the Hub.
- 5. Pick a date, after November 19th, 2024 (the first day of New First Year Advising).
- 6. Click on the "Find Available Times" button.
- 7. Choose from the available days and times and schedule your appointment.
- 8. Select a meeting type (In-person, Virtual, Phone, etc.) by using the drop-down menu in the "How would you like to meet?" field. (This field is towards the bottom of the page/screen.)
- 9. Please review the information on the confirmation page, especially the "Details" section. You may be asked to provide information in the "Would you like to share anything else" box. Provide a mobile number if you would like to receive a text reminder of your appointment.
- 10. Click on the blue "Schedule" button.

PLEASE NOTE THAT THE LAST DAY FOR NEW FIRST-YEAR ACADEMIC ADVISING IS FRIDAY January 10TH, 2025. However, you should be advised as soon as possible.

You will receive a confirmation email almost immediately to your CityMail account. You will also receive a reminder email the day before your appointment and a text 2 hours before your appointment if you have provided a cell number.

