



## Appointment Scheduling Procedures Spring 2025 New Transfer Students

All advising appointments are created through Navigate Student. This platform will give you powerful planning tools and quick access to important 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 more information and pro tips.](#)

1. Log in to the Navigate Student mobile app or the desktop version using your CUNY login credentials (First.Last##@login.cuny.edu)
  - **(NOTE:** If you use the Navigate Student app at your current school, you will need to log out of the app and use the "Change Schools" link at the bottom of the logout page to select City College. )
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 your intended major has not changed**, select "New Transfer Academic Planning"
    - i. If you have been admitted to the Grove School of Engineering, select the new transfer advising service for your major.
  - **If your intended major has changed**, select "New Transfer Major Change".
    - i. Then you will select an appointment with the advising office for your intended major ([click here if you are not sure which office to choose.](#))

- ii. Please Note: you cannot change your major to an engineering major, computer science or architecture until you are admitted to the appropriate professional school. If this is your intention, schedule a New Transfer Major Change appointment with The Hub.
5. Pick a date after November 12<sup>th</sup>, 2024 (the first day of transfer 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 TRANSFER STUDENT ADVISING WILL BE FRIDAY January 10<sup>TH</sup>, 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.

