Appointment Scheduling Procedures for Current Students

All advising appointments are created through Navigate360 Student.

We highly recommend that you Download the Navigate360 Student mobile app from the Apple App Store or from Google Play. You can also access the platform via a web browser using this link. For more information on what CCNY Navigate has to offer, click here. Visit the CCNY Navigate Student Website for more helpful information and tips.

1. Log in to the Navigate360 Student mobile app or the web version using your CUNYfirst login credentials (ex. john.doe45@login.cuny.edu)
2. Tap/Click "Appointments" and then tap or click the "Schedule an Appointment" button.
3. Select your appointment type: "Academic Advising (Undergraduate)"
4. Select the type of service.
   - **SEEK Students:** If you are a SEEK student, please schedule an appointment with your assigned SEEK counselor by selecting the "SEEK Counseling" service.
   - **Changing Your Major:**
     - If you would like to change your major, select 'Major Change / Major Inquiry' and schedule an appointment with the Advising Office that houses your new desired major (click here if you're not sure which office to select).
       - **EXCEPTION:** If you would like to discuss the possibility of changing your major to Computer Engineering, select 'Computer Engineering Major Change / Major Inquiry' and schedule an appointment with the Computer Engineering department.
   - **Please Note:**
     - You cannot officially change your major to engineering, computer science or architecture until you are admitted to that professional school first.
5. Pick a date.
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. (Note: Not all options may be available.)
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.

You will receive a confirmation email almost immediately. 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.

Please note that these emails will be sent to your CityMail account.