



Appointment Scheduling Procedures for Fall 2025 New Transfer Students

All advising appointments are created through Navigate360 Student. This platform will give you access to many useful student success features, in addition to appointment scheduling. Click [here](#) to learn what CCNY Navigate has to offer. Also visit the [CCNY Navigate Student Website](#) for more helpful information and tips.

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](#).

1. Log in to the Navigate360 Student mobile app or the desktop version using your CUNYfirst login credentials (ex. john.doe45@login.cuny.edu)
 - **(NOTE: If you use the Navigate360 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.](#))

- **EXCEPTION:** If you would like to discuss the possibility of changing your major to Computer Engineering, select 'Computer Engineering New First Year Major Change' and schedule an appointment with the Computer Engineering department.
 - 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 April 1st, 2025 (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 August 8TH, 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.

