Appointment Scheduling Procedures for Current Students

All advising appointments are created through Navigate Student.

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

1. Log in to the Navigate Student mobile app or the desktop version using your CUNY login credentials (First.Last##@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.
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.