Appointment Scheduling Procedures for Fall 2023 New Freshman Students

All advising appointments are created through Navigate Student. This newly launched student 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/ (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##)
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.
   • If your intended major has not changed and your major is in the Humanities and the Arts, or the Colin Powell School, select “New Freshman Academic Planning,”
     i. If your major is in the Division of Science, choose one of the “Science New Freshman Group Advising” options.
     ii. If you have been admitted to the Grove School of Engineering, select the Freshman advising service for your major. Please note that you must have a Math Placement of Math 201 (Calculus I) to schedule a Grove School appointment. You must schedule a placement test if you do not have a math placement listed on your MyCity Page.
     iii. If you were not placed in Math 20100 and wish to pursue an engineering major, or, you are undecided, choose, “Gateway New Freshman Academic Planning.”
     iv. If you have been admitted to the School of Education, select “School of Education Academic Welcome.”
   • If your intended major has changed, select “New Freshman 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.)
1. If you are changing to undecided choose, “Gateway New Freshman Academic Planning.”
2. If you are changing to a major in the School of Education, select “School of Education Major Change (Switch to Ed majors only).”
   ii. Please keep in mind that 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 “Gateway New Freshman Academic Planning.
5. Pick a date, after April 11th, 2023, the first day of New Freshmen 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 FRESHMEN ACADEMIC ADVISING IS FRIDAY August 11th, 2023.

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.