Appointment Scheduling Procedures for Graduate Students

All advising appointments are created through Navigate Student. This student 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/ (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 Category of Service:
   - Graduate Student Advising: For departmental-based advising for your degree program.
   - Faculty Appointments and Office Hours: For appointments and office hours with faculty members who may or may not be associated with your department or degree program. Please note that not all faculty use CCNY Navigate to schedule appointments. If you do not see them here, contact them directly. Note most faculty will be listed through their primary department of affiliation. Some will be listed in more than one location.
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. (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.

Office Hours:

Please note that most faculty will list office hours as "Drop-in" times. This means that you will not be able to make an actual appointment but you will be able to see where and when they are available for drop-in meetings. See the "View Drop-in Times for Advisors and Instructors" section of the [CCNY Navigate website](#).

Confirmation and Reminders:

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.