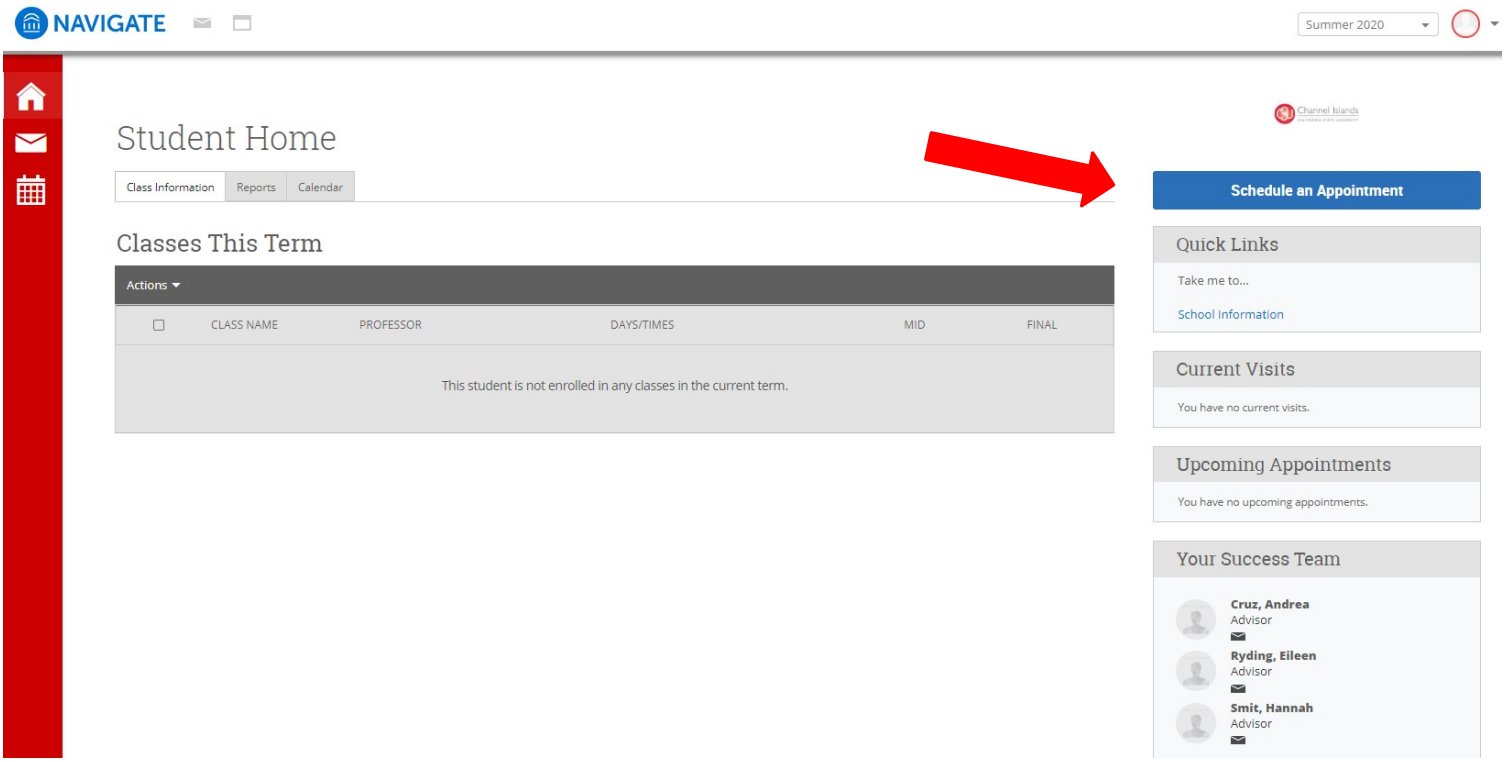
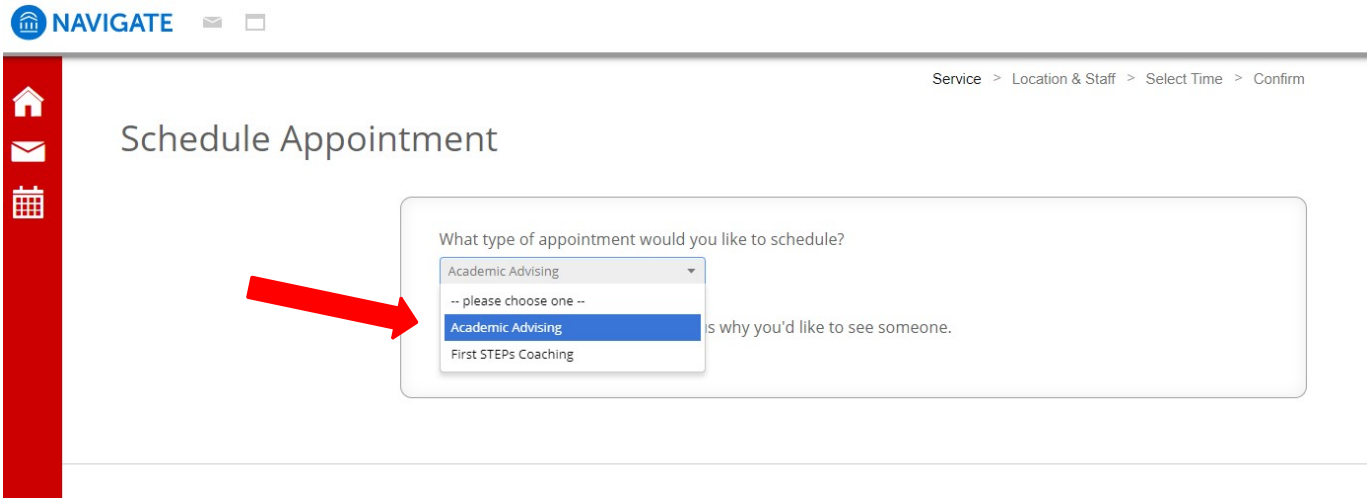
Scheduling an Appointment through Navigate

If you are unable to log in to Navigate, email advisement@csuci.edu to schedule an appointment and include: name, student ID# and reason for appointment

Select the "Schedule an Appointment" button

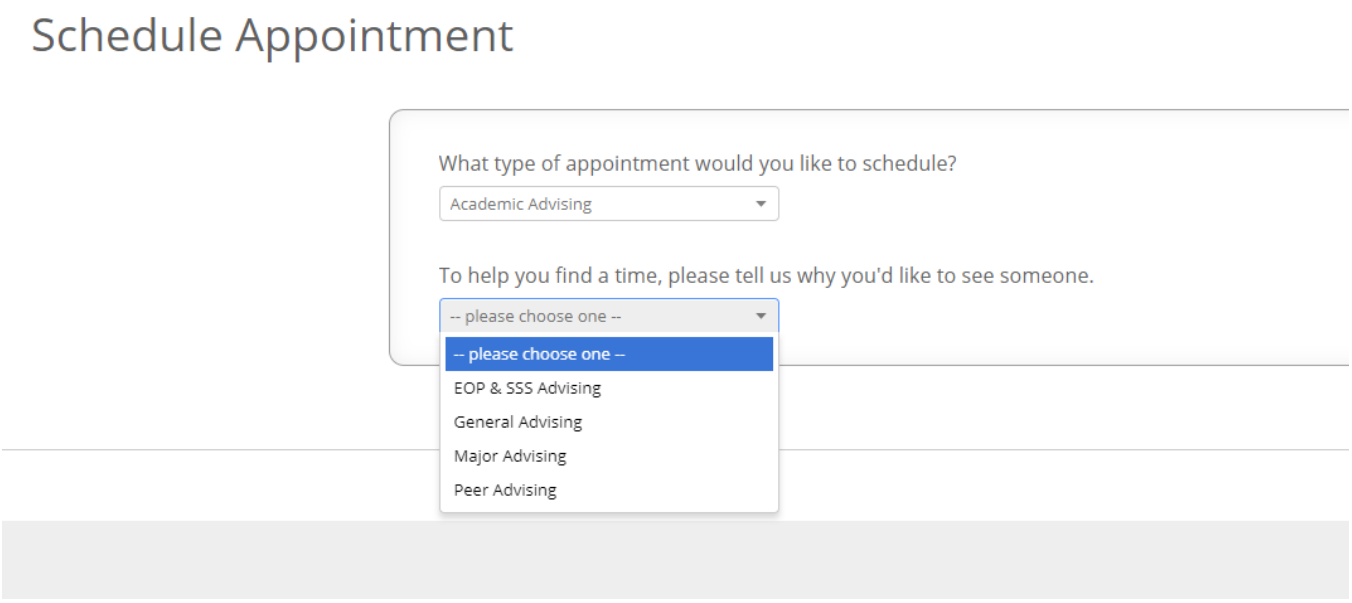


Then, select "Academic Advising" to schedule an appointment with an academic advisor

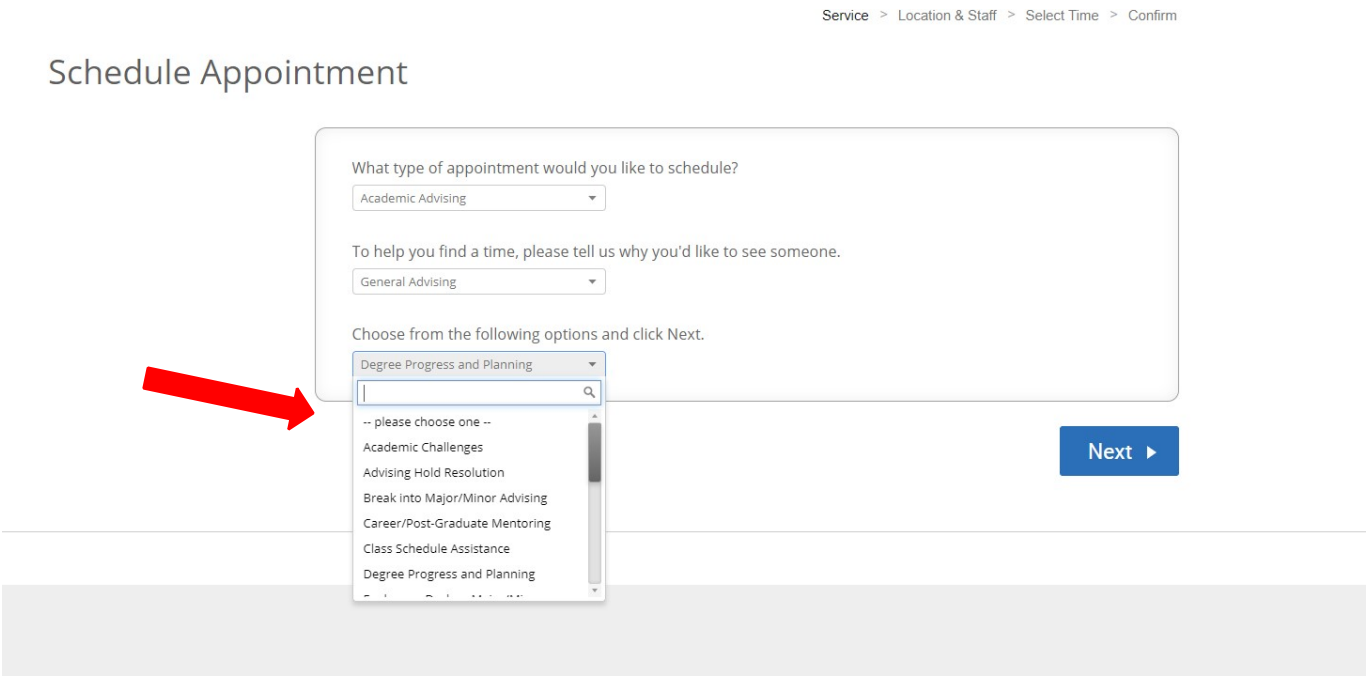


Next, select the type of advising you want.

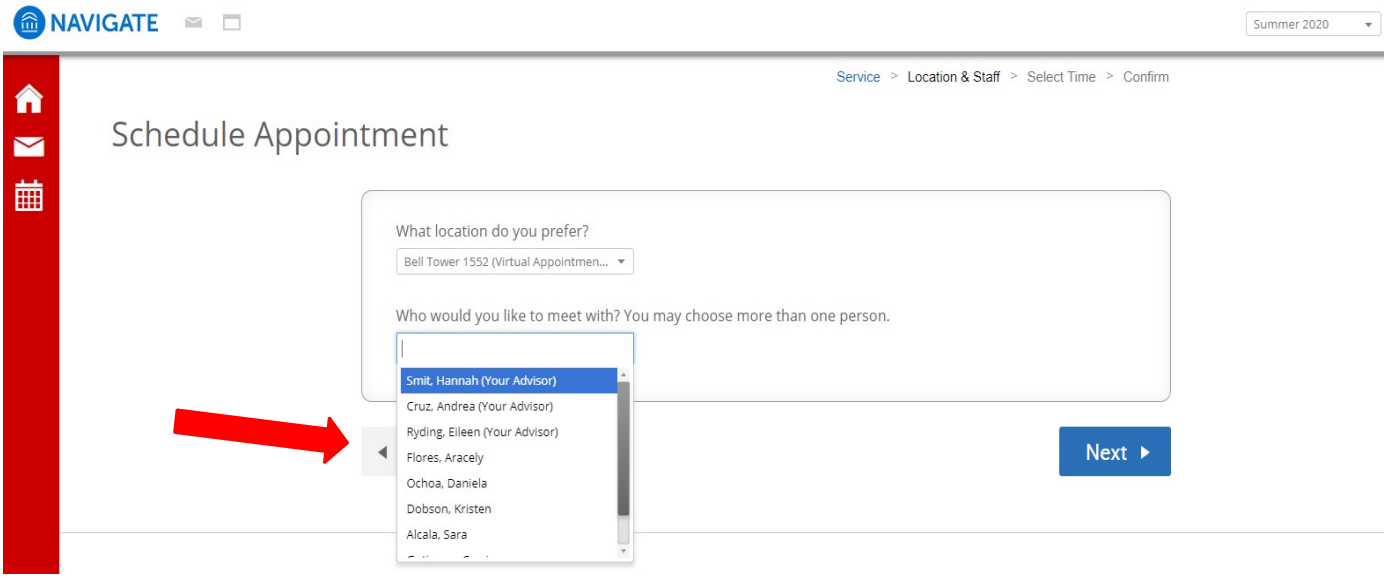
- ***You can request either "general advising," "major advising," or "peer advising"***
- ***Students in the EOP or SSS program, should select "EOP and SSS Advising"***



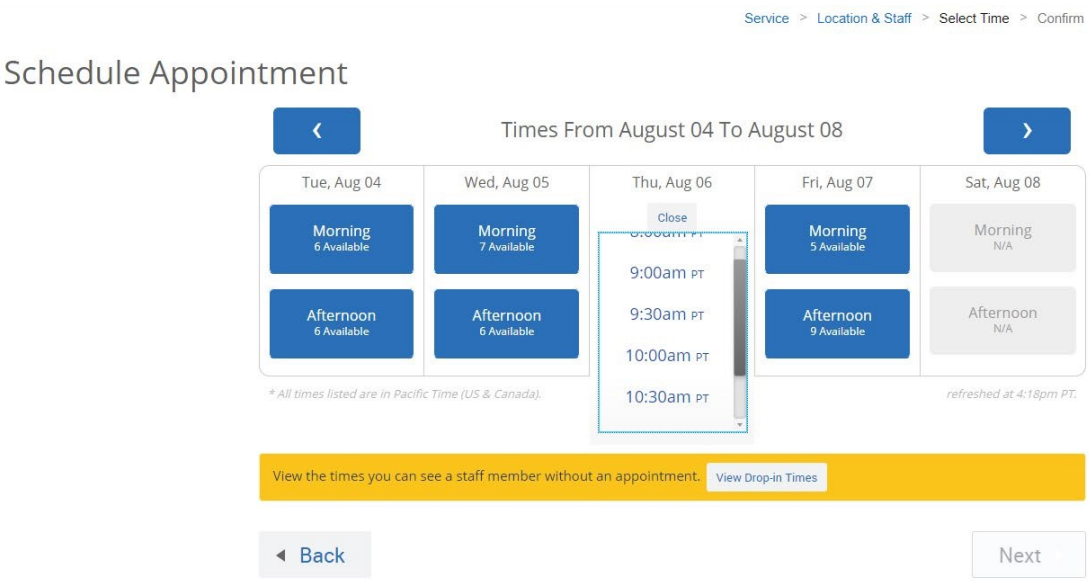
Then, select one reason for meeting with an advisor from the drop-down menu



Then, from the drop-down menu, you can either select your assigned major advisor <u>or if you do not have a preference, leave it blank</u> and hit next.



You will then see the available days and times: select a day and time, and then select next on the bottom right



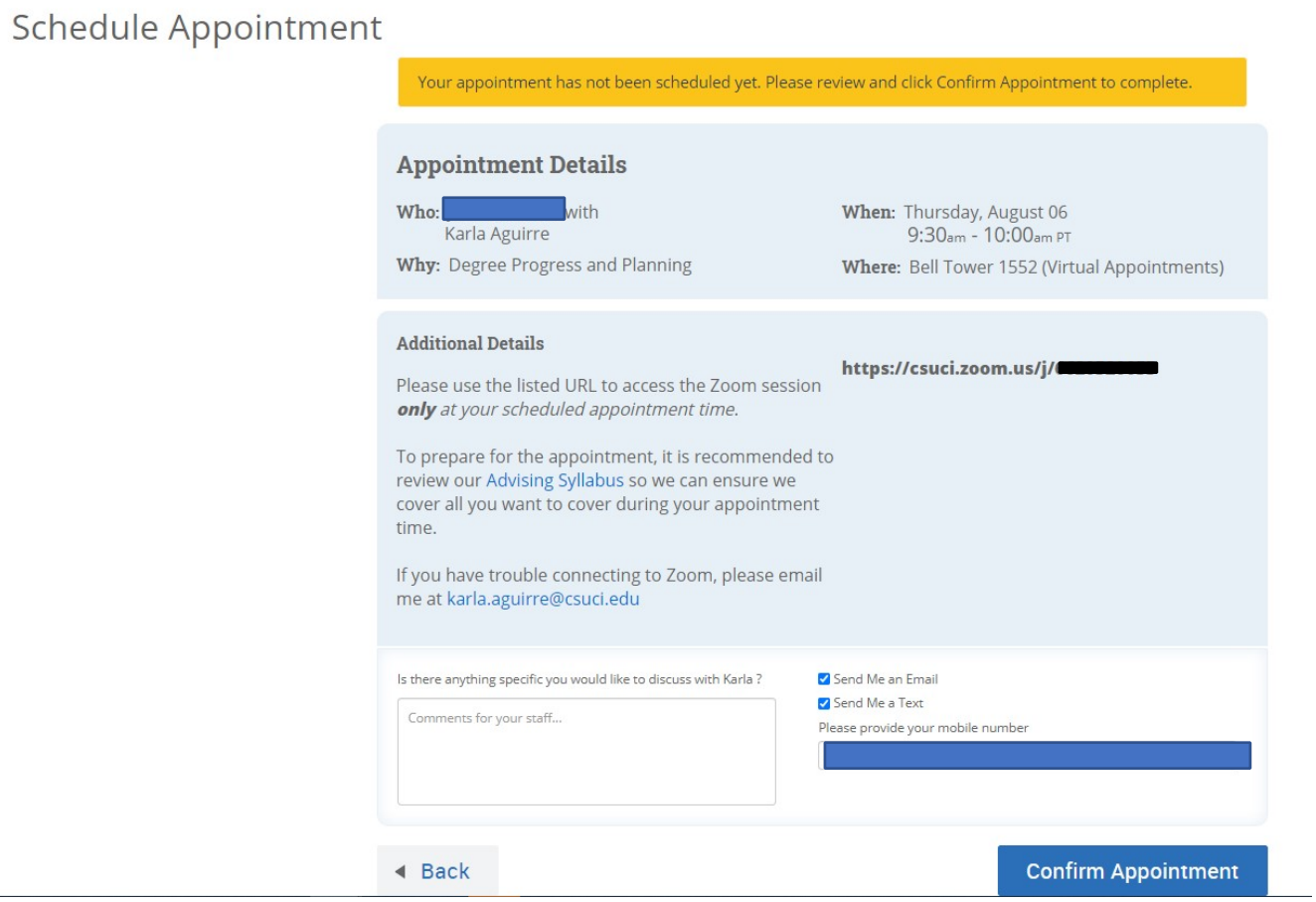
Finally, you will see the appointment details for your appointment:

- ***Day and time***
- ***Academic Advisor***
- ***Reason for appointment*** ○
    - ***If you want to add additional details and reasons, add in "comments" box section on the bottom left***
- ***Meeting Zoom link***

You will receive an appointment reminder by either email, text or both.

Be sure to write down the name of the Advisor you'll be meeting with should you need to cancel or reschedule your appointment.

<u>** Select "Confirm Appointment" to finish scheduling **</u>



You are able to see your upcoming appointment in your Student Home page under "Calendar"