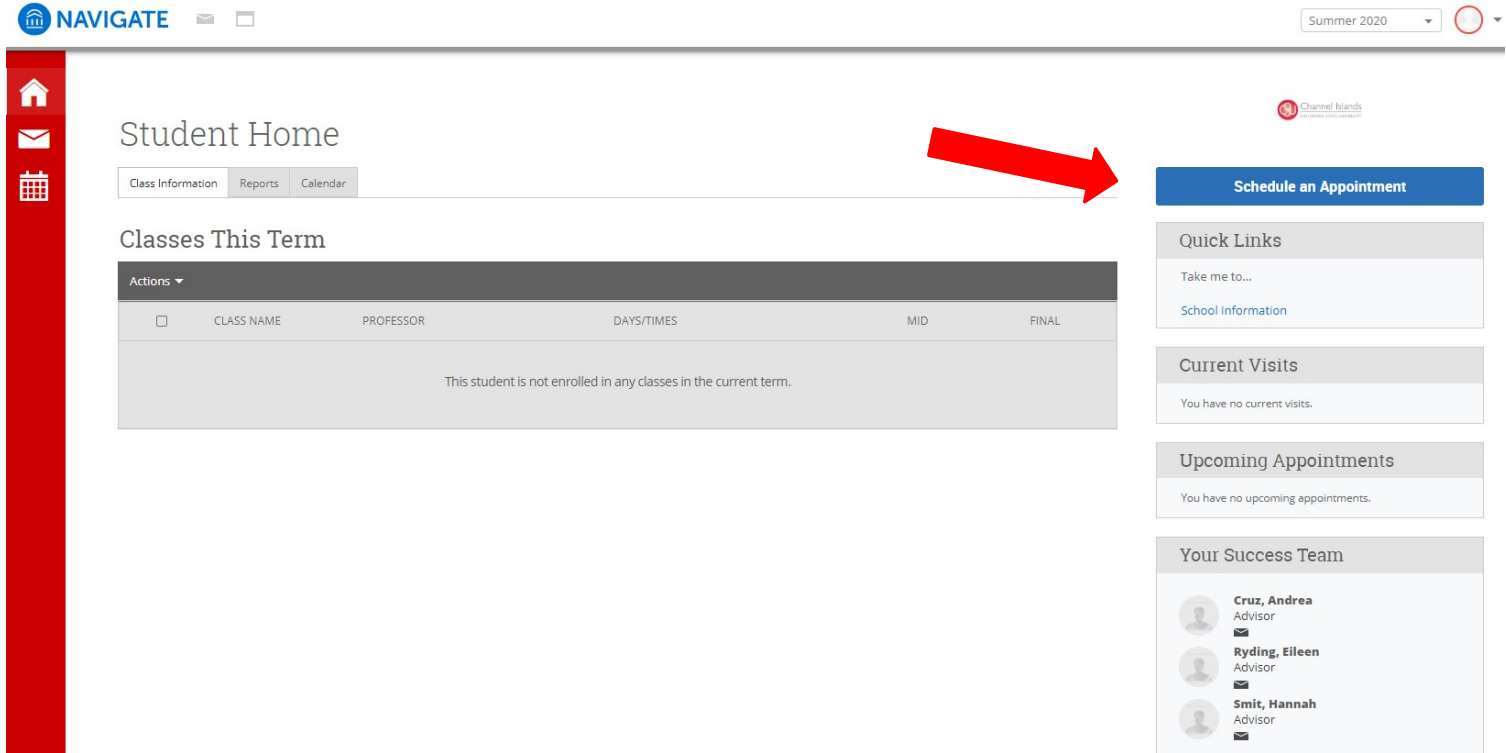


Scheduling an Appointment through Navigate

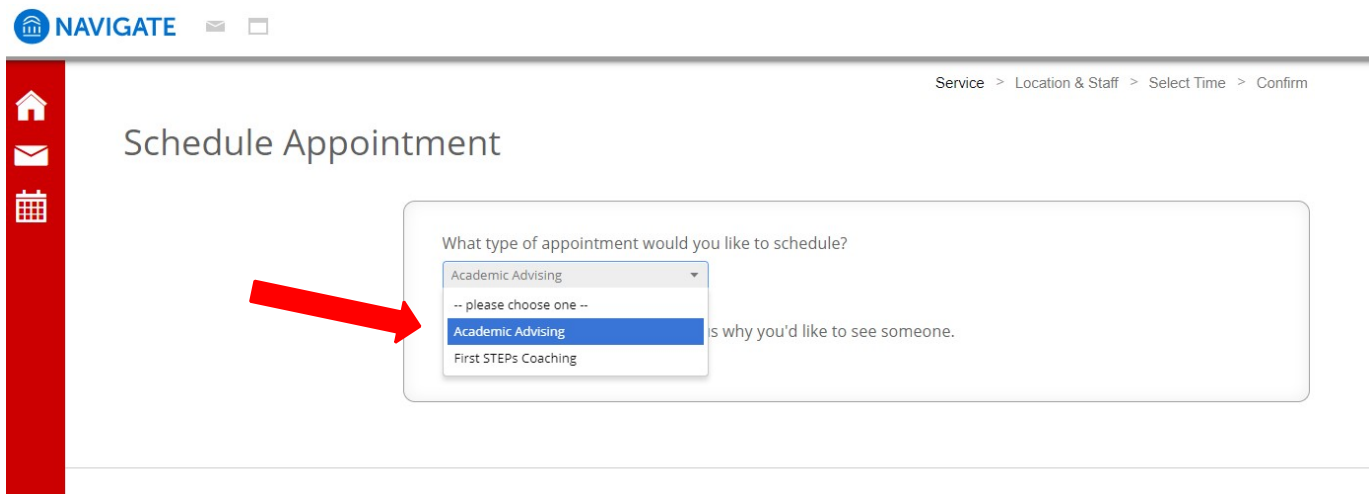
If you are unable to log in to Navigate, email advisement@csuci.edu to schedule an appointment and include: **name, student ID# and reason for appointment**

Select the “Schedule an Appointment” button



The screenshot shows the 'Student Home' interface. At the top left is the 'NAVIGATE' logo. On the right, there is a dropdown menu for 'Summer 2020' and a user profile icon. A red arrow points to the 'Schedule an Appointment' button in the right-hand sidebar. The main content area includes tabs for 'Class Information', 'Reports', and 'Calendar'. Below these is a section titled 'Classes This Term' with a table that is currently empty, displaying the message: 'This student is not enrolled in any classes in the current term.' The sidebar on the right contains several sections: 'Quick Links' (Take me to..., School Information), 'Current Visits' (You have no current visits.), 'Upcoming Appointments' (You have no upcoming appointments.), and 'Your Success Team' (listing Cruz, Andrea; Ryding, Eileen; and Smit, Hannah as advisors).

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



The screenshot shows the 'Schedule Appointment' page. At the top left is the 'NAVIGATE' logo. On the right, there is a breadcrumb trail: 'Service > Location & Staff > Select Time > Confirm'. The main content area is titled 'Schedule Appointment'. A red arrow points to a dropdown menu that is open, showing the following options: 'Academic Advising', '-- please choose one --', 'Academic Advising', and 'First STEPs Coaching'. The 'Academic Advising' option is highlighted in blue. Below the dropdown menu, there is a text input field with the placeholder text: 'is why you'd like to see someone.'

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”**

Schedule Appointment

What type of appointment would you like to schedule?

Academic Advising

To help you find a time, please tell us why you'd like to see someone.

-- please choose one --

- please choose one --
- EOP & SSS Advising
- General Advising
- Major Advising
- Peer Advising

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

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Academic Advising

To help you find a time, please tell us why you'd like to see someone.

General Advising

Choose from the following options and click Next.

Degree Progress and Planning

-- please choose one --

- Academic Challenges
- Advising Hold Resolution
- Break into Major/Minor Advising
- Career/Post-Graduate Mentoring
- Class Schedule Assistance
- Degree Progress and Planning

Next

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

The screenshot shows the 'Schedule Appointment' page in the NAVIGATE system. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. The page title is 'Schedule Appointment'. There is a red sidebar on the left with icons for home, mail, and calendar. The main content area has a form with the following elements:

- Question: 'What location do you prefer?' with a dropdown menu showing 'Bell Tower 1552 (Virtual Appointmen...)'.
- Question: 'Who would you like to meet with? You may choose more than one person.' with a dropdown menu open.
- The dropdown menu lists several advisors: 'Smit, Hannah (Your Advisor)', 'Cruz, Andrea (Your Advisor)', 'Ryding, Eileen (Your Advisor)', 'Flores, Aracely', 'Ochoa, Daniela', 'Dobson, Kristen', and 'Alcala, Sara'. A red arrow points to the first option, 'Smit, Hannah (Your Advisor)'.
- A blue 'Next >' button is located to the right of the dropdown menu.

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

The screenshot shows the 'Schedule Appointment' page in the NAVIGATE system, displaying available days and times. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. The page title is 'Schedule Appointment'. The main content area has the following elements:

- Navigation: '<' and '>' buttons at the top.
- Section: 'Times From August 04 To August 08'.
- Days and Times Grid:

Tue, Aug 04	Wed, Aug 05	Thu, Aug 06	Fri, Aug 07	Sat, Aug 08
Morning 6 Available	Morning 7 Available	Close 8:00am PT 9:00am PT 9:30am PT 10:00am PT 10:30am PT	Morning 5 Available Afternoon 9 Available	Morning N/A Afternoon N/A
- Footnote: '*All times listed are in Pacific Time (US & Canada). refreshed at 4:18pm PT.'
- Yellow banner: 'View the times you can see a staff member without an appointment. View Drop-in Times'.
- Navigation: '< Back' and 'Next' buttons at the bottom.

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.

**** Select “Confirm Appointment” to finish scheduling ****

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [redacted] with
Karla Aguirre

When: Thursday, August 06
9:30am - 10:00am PT

Why: Degree Progress and Planning

Where: Bell Tower 1552 (Virtual Appointments)

Additional Details

Please use the listed URL to access the Zoom session **only** at your scheduled appointment time.

[https://csuci.zoom.us/j/\[redacted\]](https://csuci.zoom.us/j/[redacted])

To prepare for the appointment, it is recommended to review our [Advising Syllabus](#) so we can ensure we cover all you want to cover during your appointment time.

If you have trouble connecting to Zoom, please email me at karla.aguirre@csuci.edu

Is there anything specific you would like to discuss with Karla ?

Comments for your staff...

Send Me an Email

Send Me a Text

Please provide your mobile number

[◀ Back](#)

[Confirm Appointment](#)

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