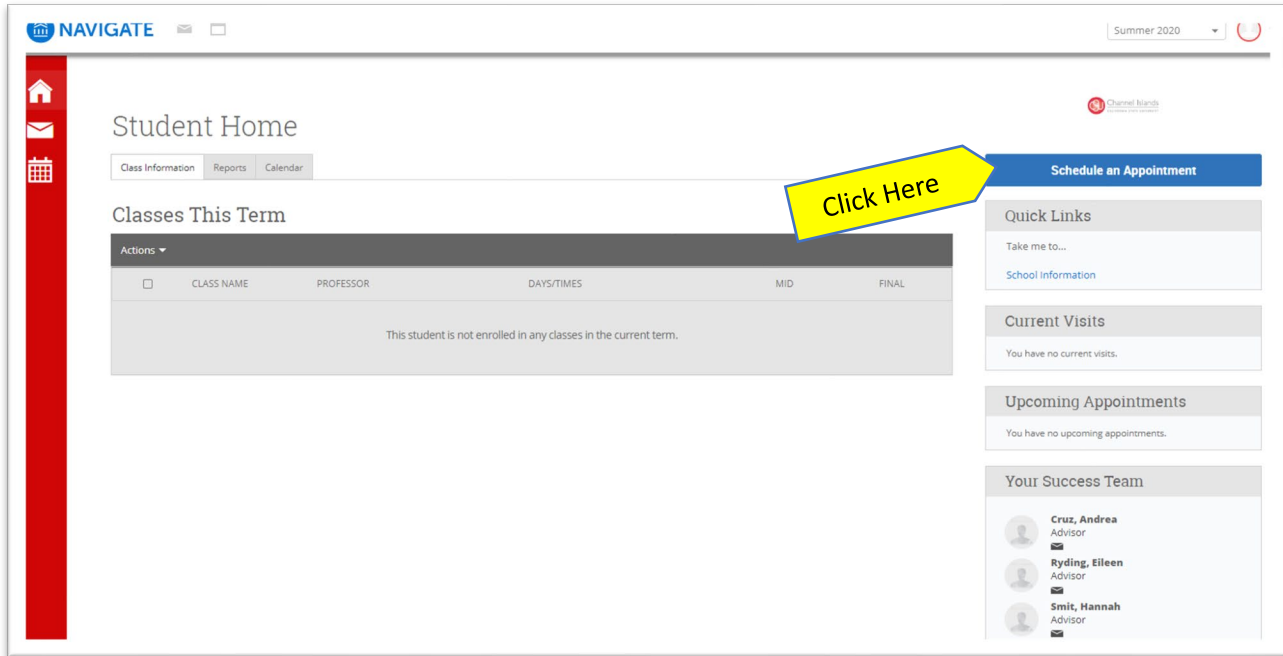


# How to Schedule a *Graduate Studies Center* Appointment through Navigate

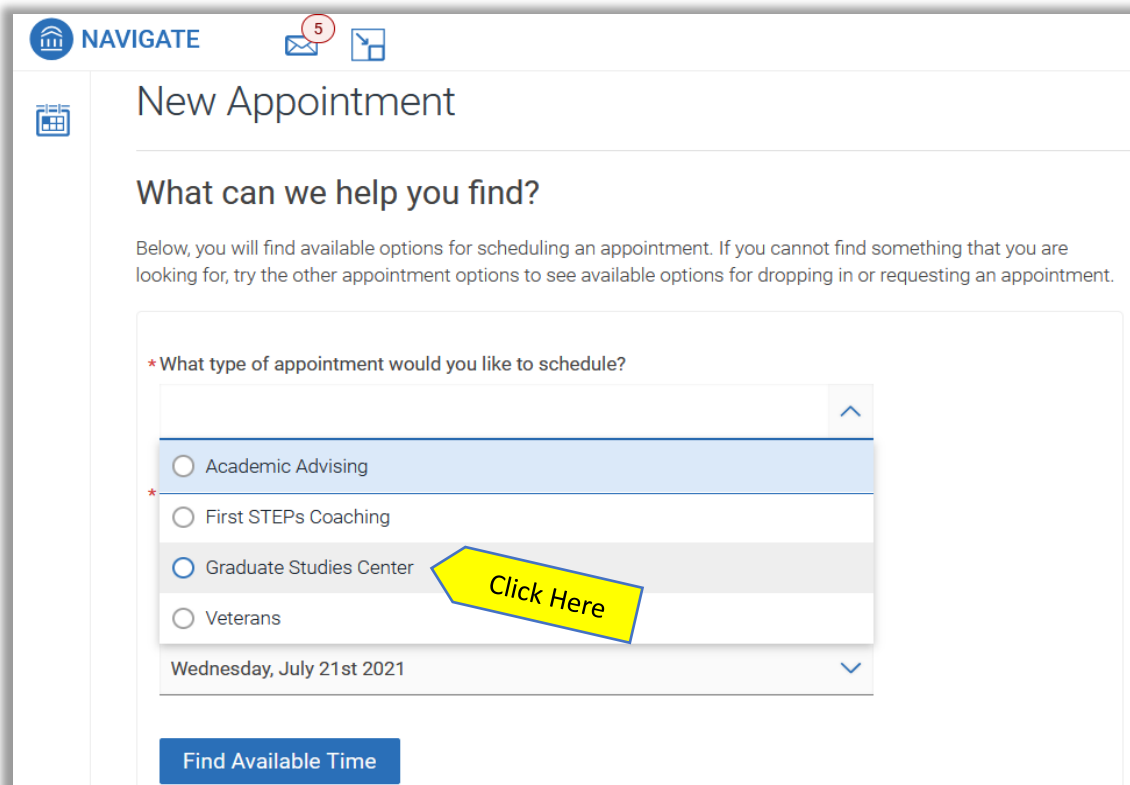
Log in to your myCI to access Dolphin Navigate or <https://csuci.campus.eab.com/>

If you are unable to log in to Navigate, email [advisement@csuci.edu](mailto:advisement@csuci.edu) and include your name, student ID#, reason for appointment, and availability. Incoming students must participate in orientation before scheduling their first appointment.

Click the **Schedule an Appointment** button



Select **Graduate Studies Center** to schedule an appointment with a graduate studies advisor



Then use the dropdown menu to select a **Service** option

The screenshot shows the 'New Appointment' page. At the top left is the 'NAVIGATE' logo. Below it is a calendar icon. The main heading is 'New Appointment'. Underneath is the question 'What can we help you find?' followed by a paragraph: 'Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.' There are two dropdown menus. The first is labeled '\* What type of appointment would you like to schedule?' and has 'Graduate Studies Center' selected. The second is labeled '\* Service' and is open, showing a list of options: 'Career/Post-Graduate School Mentoring', 'Chancellor's Doctoral Incentive Program (CDIP)', 'Graduate School Preparation', and 'Sally Casanova Pre-Doctoral Program'. A yellow arrow points to the 'Service' dropdown with the text 'Click Here'.

Use the following drop down to pull up a calendar and pick a date, then click **Find Available Time**

The screenshot shows the 'New Appointment' page with a calendar overlay. The calendar is for May 2021, with the 26th selected. The date 'Wednesday, May 26th 2021' is displayed below the calendar. A yellow arrow points to the date selection area with the text 'Click Here'. Below the calendar is a blue button labeled 'Find Available Time', with another yellow arrow pointing to it and the text 'Click Here'. On the right side of the page, there is a section titled 'Other Options' with a button labeled 'Meet With Your Success Team'. The background shows the same form as the previous screenshot, but with the calendar overlaying the 'Service' dropdown.

Once you pick a date on the calendar, available appointments will appear. You can click “**View individual availabilities**” to schedule with a specific advisor or use the **Staff** drop down menu.

Please note, even though our physical location is listed, all appointments will be online via Zoom until further notice.

The screenshot shows the 'New Appointment' form in the NAVIGATE system. The form is divided into several sections:

- All Filters:** Includes 'Start Over' and two filter buttons: 'Graduate Studies Center' and 'Career/Post-Graduate School Mentoring'.
- Appointment Type:** A question 'What type of appointment would you like to schedule?' with a radio button selected for 'Graduate Studies Center'.
- Service:** A radio button selected for 'Career/Post-Graduate School Mentoring'.
- Pick a Date:** A calendar for July 2021 with the 21st highlighted.
- Staff:** A dropdown menu with 'Sara Alcala' selected. Below it, the text 'Bell Tower 1565 (Virtual Appointments)' is displayed.
- Location:** A dropdown menu with 'Bell Tower 1565 (Virtual Appointments)' selected.
- Course:** A dropdown menu with 'Select course' selected.
- Appointment Slots:** Two slots are shown: 'Tue, Aug 17th' with times '10:00 - 10:45 AM' and '10:45 - 11:30 AM', and 'Thu, Aug 19th' with time '10:00 - 10:45 AM'.

Once you select an appointment date and time, the final screen will show your appointment details:

- **What type of appointment:** Graduate Studies Center
- **Service:** Reason for appointment
- **Date:** The date of your appointment
- **Time:** The time of your appointment
- **Location:** Please note, even though our physical location is listed, all appointments will be online (Virtual) via Zoom until further notice.
- **Staff:** The advisor you will be meeting with
- **Details:** The Zoom link and notes from the advisor about how to prepare for your appointment

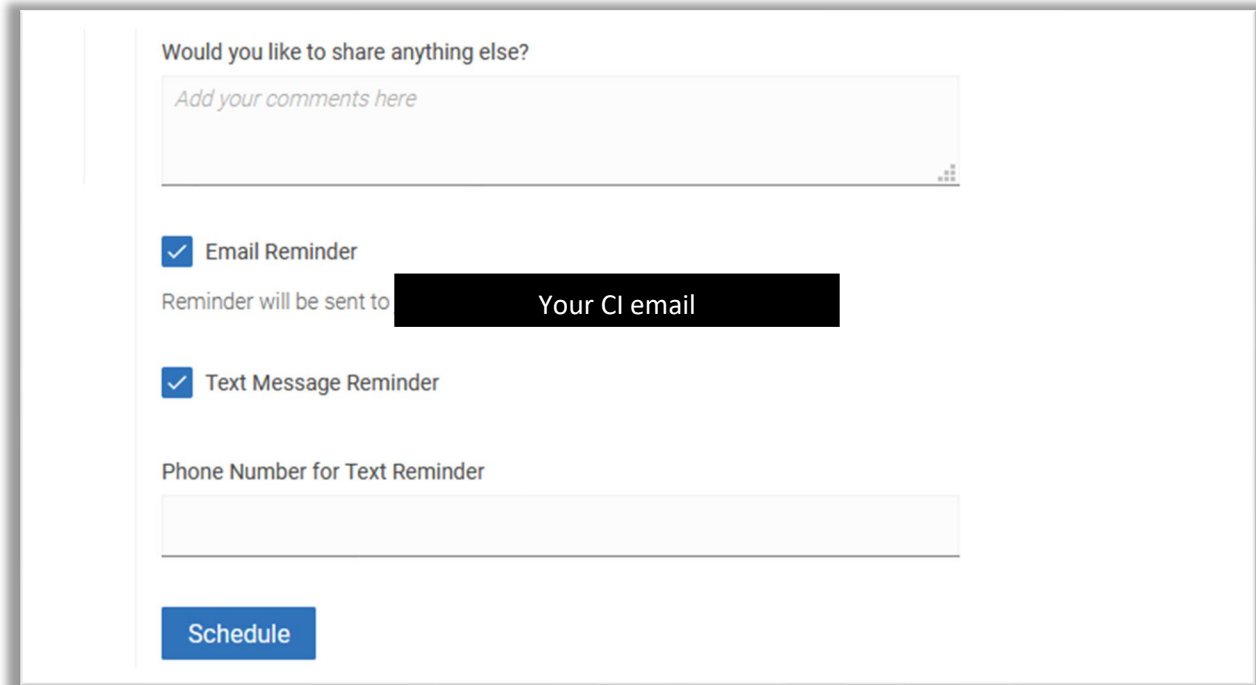
The screenshot shows the 'Review Appointment Details and Confirm' screen in the NAVIGATE system. The screen displays the following information:

- What type of appointment would you like to schedule?** Graduate Studies Center
- Service:** Career/Post-Graduate School Mentoring
- Date:** 08/17/2021
- Time:** 10:00 AM - 10:45 AM
- Location:** Bell Tower 1565 (Virtual Appointments)
- Staff:** Sara Alcala (Your Advisor)
- Details:** Thank you for scheduling! A Zoom link and reminder will be sent to you within 24-48 hours of your scheduled appointment. All appointments are held virtually.

If you want to include any comments or additional information for the advisor, type them into the comment box under **“Would you like to share anything else?”**

**IMPORTANT:** Click the blue **“Schedule”** to schedule your appointment. **If you do not click “Schedule” your appointment will not be scheduled.**

You will receive a confirmation and reminder sent to your CI email, or text if you enter a phone number for a text reminder. You can see your upcoming appointment in your Dolphin Navigate Student Home page under **Upcoming Appointments** or by clicking the **Calendar** tab.



Would you like to share anything else?

*Add your comments here*

Email Reminder

Reminder will be sent to **Your CI email**

Text Message Reminder

Phone Number for Text Reminder

[Schedule](#)