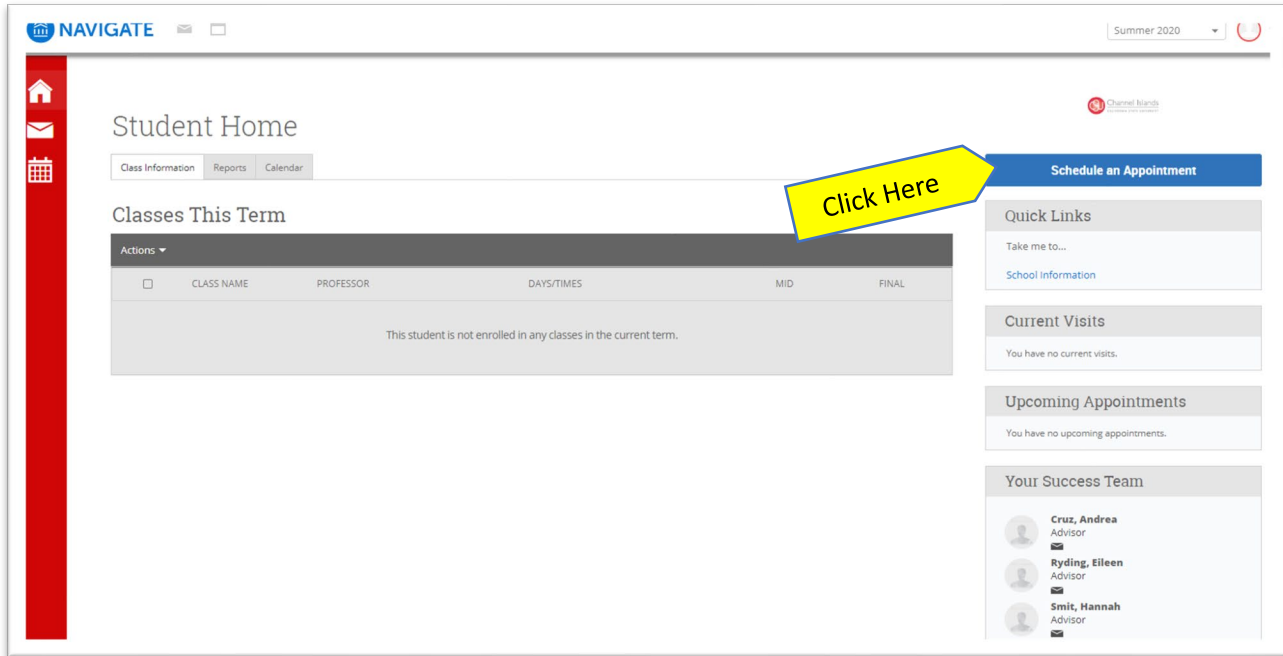# How to Schedule a *Graduate Studies Center* Appointment through Navigate
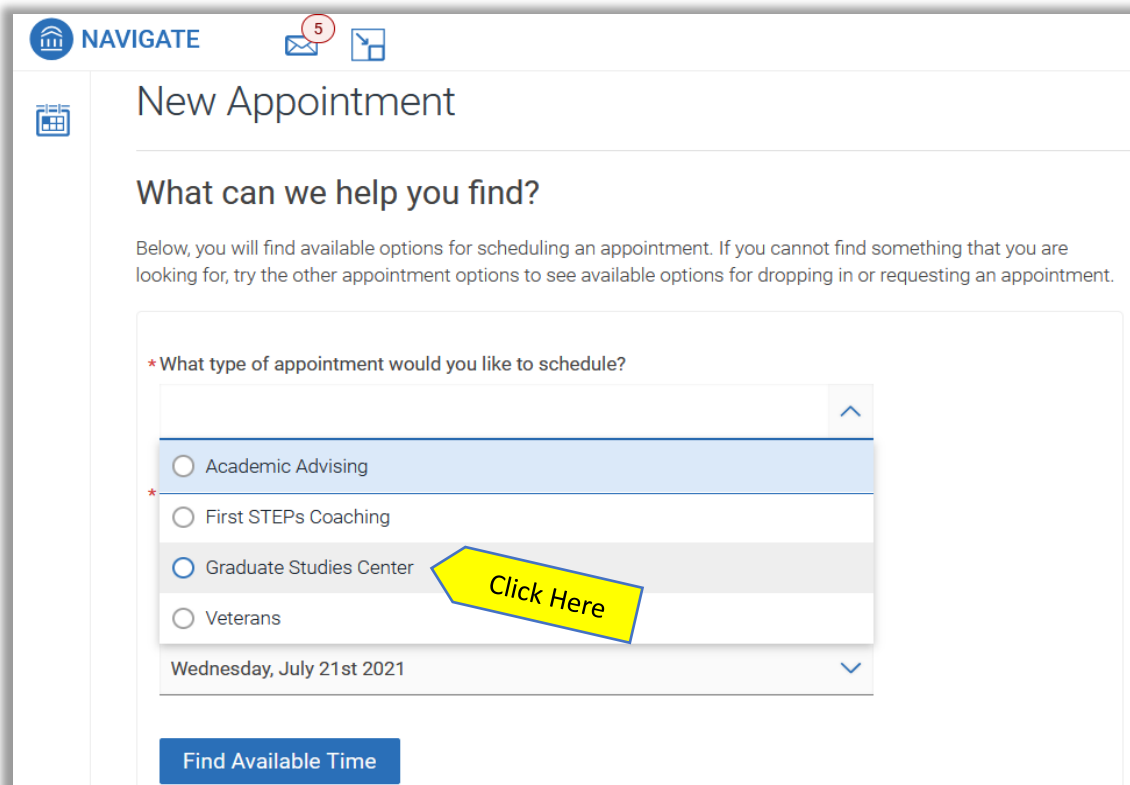
Log in to your myCI to access Dolphin Navigate or https://csuci.campus.eab.com/

If you are unable to log in to Navigate, email advisement@csuci.edu 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

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

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.

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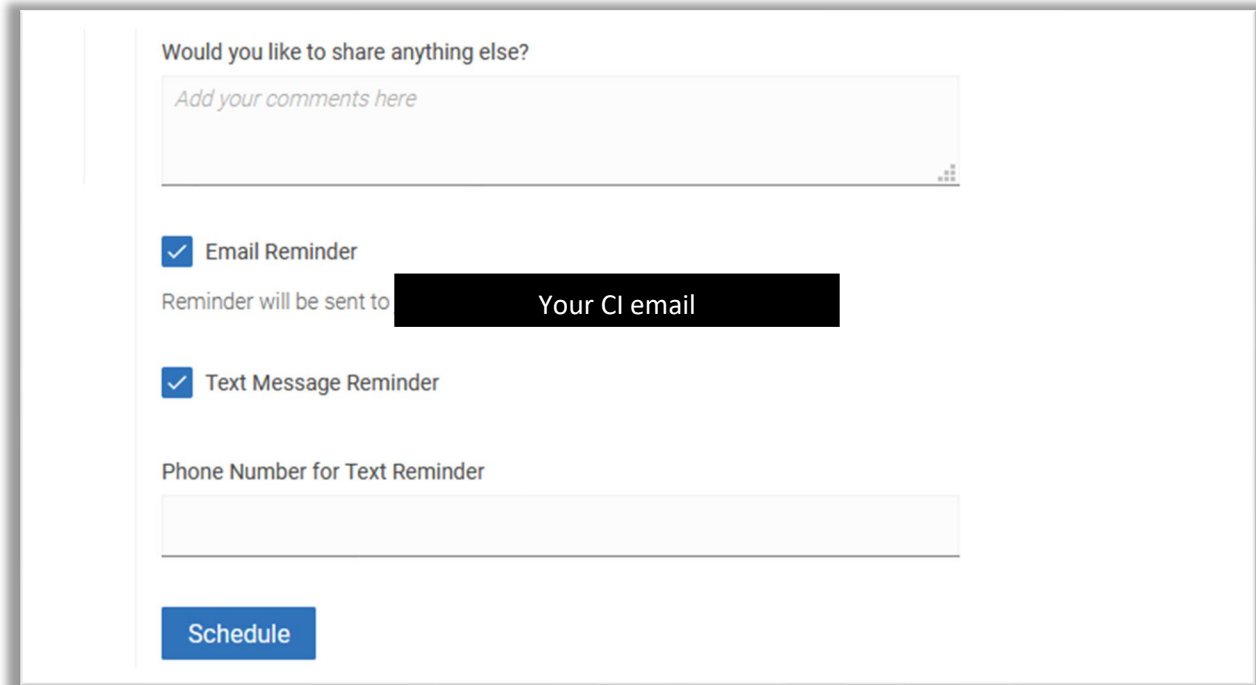
If you want to include any comments or additional information for the advisor, type them into the comment box under **"Would you like to share anything else?"**

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.