



**CAREER
DEVELOPMENT
SERVICES**
**C H A N N E L
I S L A N D S**

Career Development Center
Bell Tower 1548, (805) 437-3270
M-F, 9:00 a.m. to 5:00 p.m.
career.services@csuci.edu
<http://www.csuci.edu/careerdevelopment>

SKYPE Instructions

SCHEDULE YOUR SKYPE APPOINTMENT

1. Visit the Career Center in Bell Tower 1548 or call 805-437-3270 to schedule your Skype appointment. Alumni & Extended University students are only eligible for Skype appointments during Drop-In Career Counseling hours.

PREPARE FOR SKYPE

1. Email career.services@csuci.edu with your name, student ID # and appointment time and date in the subject line with all the documents you want reviewed with a CDS team member. **If this information is not provided prior, your appointment could potentially be delayed or canceled.**
2. Create or log-in to your Skype account and test your computer's audio and video settings prior to your appointment. If you have any technical issues with your computer's setting, please contact the IT Help Desk for support. **Career Development Services does not have the ability to provide technical support for your computer or Skype.**

SKYPE CALL INFORMATION

1. Call 2-5 minutes prior to your scheduled Skype appointment.
2. The username to call for your appointment is channelislandscareerservices.
3. If the line is busy, you can send a text message on Skype notifying CDS staff of your upcoming appointment. This usually occurs when another student is already connected with CDS staff on Skype. If you don't receive any form of response, please call the career center at 805-437-3270.

Technical Support Assistance

Please contact the [IT Help Desk](#), for audio, visual or other technical troubleshooting issues. The Career Center cannot assist you with video or audio support on your personal computer.

Career Development Services Assistance

If you need additional assistance in-person, please visit us during [Drop-In Career Counseling](#), or you can contact the Career Development Center at 805-437-3270.