Scheduling an Appointment through Navigate

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 “Academic Advising” to schedule an appointment with an academic advisor

Then select a reason for your appointment from options in the drop-down menu and click “Next”
From the drop-down menu, select the location **Bell Tower 1552 (Virtual Appointment)** and click “Next”. Please note, even though our physical location is listed, all appointments will be online via Zoom until further notice.

Next, choose an advisor from the drop-down menu and click “Next” to see the availability for that specific advisor or leave it blank and click next to see all available appointments.

You will then see the available days and times one week at a time. Select a day and time, and click “Next” to proceed.
If you selected a specific advisor and would like to change your option, click the "Back" button to go back to the previous screen, then click the X on the left of the advisor’s name to delete your option.

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

- **When**: day and time of appointment
- **Who**: your name and the academic advisor’s name
- **Why**: reason for appointment
- **Where**: Please note, even though our physical location is listed, all appointments will be online (Virtual) via Zoom until further notice.
- **Additional Details**: Zoom link

If you want to include any comments or additional information for the advisor, type them into the comment box under “**Is there anything specific you would like to discuss with (advisor)?**"

**IMPORTANT**: Click “Confirm Appointment” to schedule your appointment. If you do not click “Confirm Appointment” your appointment will not be scheduled.

You will receive a confirmation and reminder by either email, text or both. You can see your upcoming appointment in your Dolphin Navigate Student Home page under “**Calendar**”