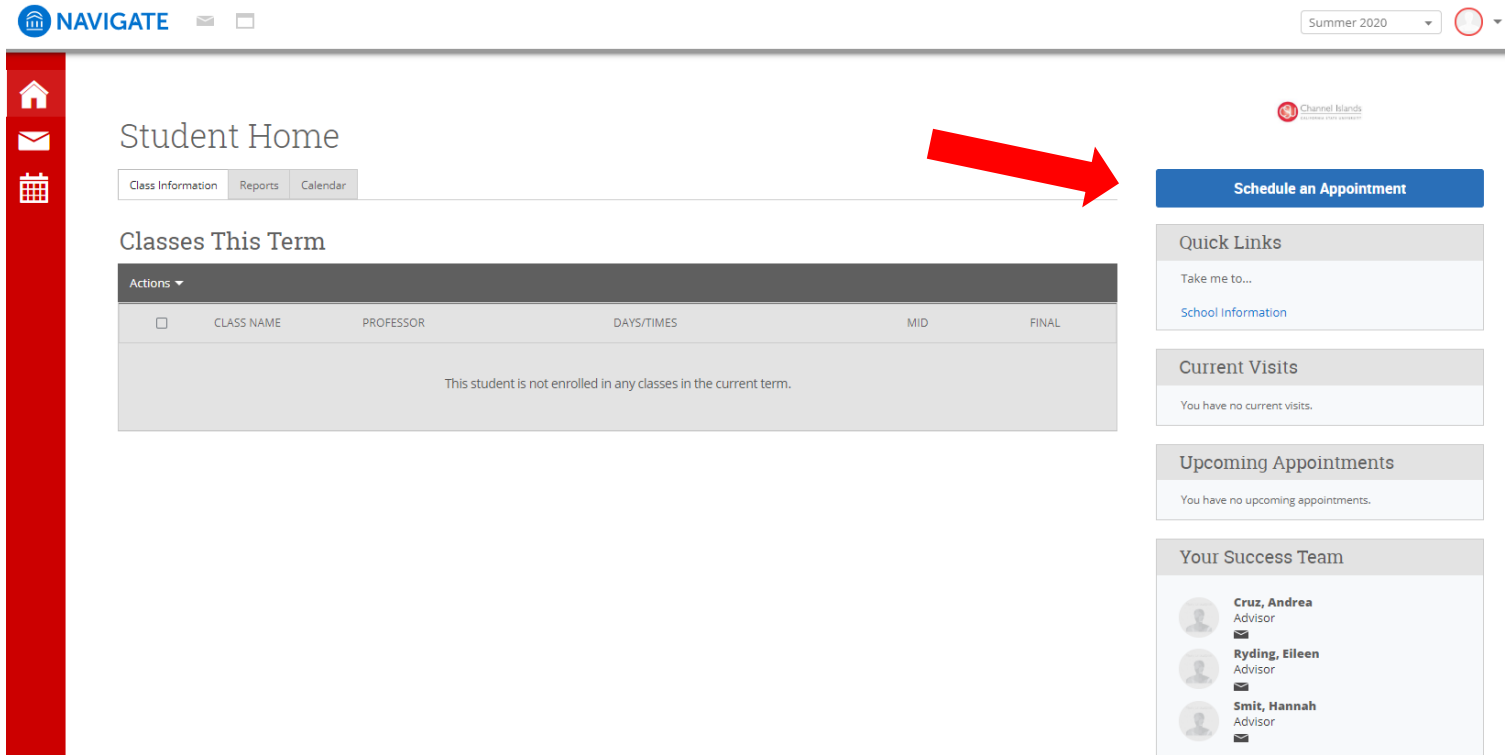


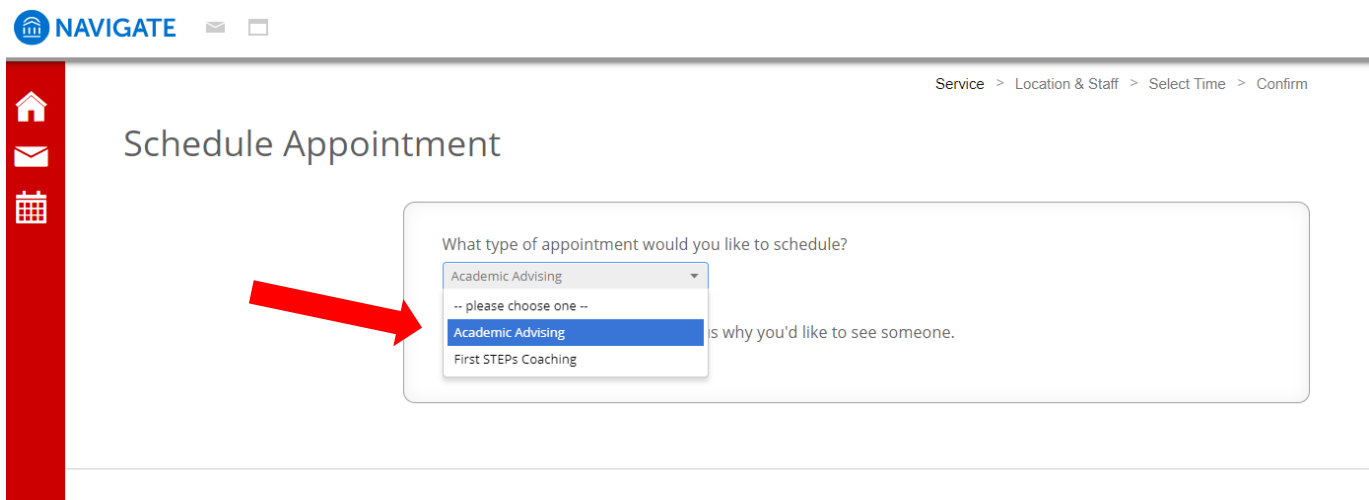
# Scheduling an Appointment through Navigate

Select the "Schedule an Appointment" button



The screenshot shows the 'Student Home' interface. At the top left is the 'NAVIGATE' logo. Below it is a red vertical navigation bar with icons for home, mail, and calendar. The main content area is titled 'Student Home' and includes tabs for 'Class Information', 'Reports', and 'Calendar'. Below these is a section for '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.' On the right side, there is a sidebar with several sections: 'Schedule an Appointment' (a blue button), 'Quick Links' (with 'Take me to...' and 'School Information'), 'Current Visits' (with 'You have no current visits.'), 'Upcoming Appointments' (with 'You have no upcoming appointments.'), and 'Your Success Team' (listing advisors: Cruz, Andrea; Ryding, Eileen; and Smit, Hannah). A red arrow points from the 'Schedule an Appointment' button in the sidebar towards the center of the page.

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. Below it is a red vertical navigation bar with icons for home, mail, and calendar. The main content area is titled 'Schedule Appointment' and includes a breadcrumb trail: 'Service > Location & Staff > Select Time > Confirm'. Below the title is a form with the question 'What type of appointment would you like to schedule?'. A dropdown menu is open, showing three options: 'Academic Advising', '-- please choose one --', and 'First STEPs Coaching'. The 'Academic Advising' option is highlighted in blue. A red arrow points from the left towards the 'Academic Advising' option in the dropdown menu.

**Next, select the type of advising you want.**

- **You can request either “general advising” or “major advising”**
- **Students in the EOP or SSS program, should select “EOP and SSS Advising”**

Service > Location & Staff > Select Time

## 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

**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 the advisor you would like to meet with, or if you do not have a preference, leave it blank and hit next.***

NAVIGATE Summer 2020

Service > Location & Staff > Select Time > Confirm


### Schedule Appointment

What location do you prefer?  
Bell Tower 1552 (Virtual Appointmen... ▾)

Who would you like to meet with? You may choose more than one person.

- Smit, Hannah (Your Advisor)
- Cruz, Andrea (Your Advisor)
- Ryding, Eileen (Your Advisor)
- Flores, Aracely
- Ochoa, Daniela
- Dobson, Kristen
- Alcala, Sara

Next ▶



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

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

Times From August 04 To August 08

Tue, Aug 04	Wed, Aug 05	Thu, Aug 06	Fri, Aug 07	Sat, Aug 08
Morning 6 Available	Morning 7 Available	Close	Morning 5 Available	Morning N/A
Afternoon 6 Available	Afternoon 6 Available	9:00am PT 9:30am PT 10:00am PT 10:30am PT	Afternoon 9 Available	Afternoon N/A

\* All times listed are in Pacific Time (US & Canada). refreshed at 4:18pm PT.

View the times you can see a staff member without an appointment. View Drop-in Times

◀ Back Next

**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

**Why:** Degree Progress and Planning

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

**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](mailto: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”**