

# How to Schedule an Appointment through Navigate

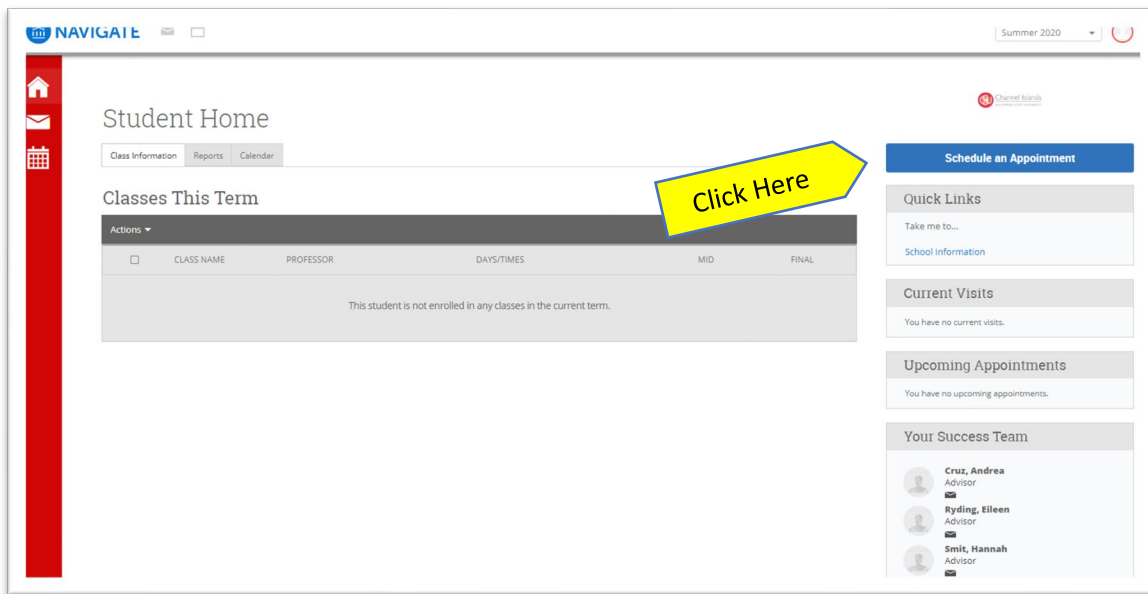
Log in to your myCI portal to access Dolphin Navigate\*

\*Only currently enrolled students have access to Dolphin Navigate. If you are unable to log in, email [advisement@csuci.edu](mailto:advisement@csuci.edu) and include your name, student ID#, reason for appointment, and availability.

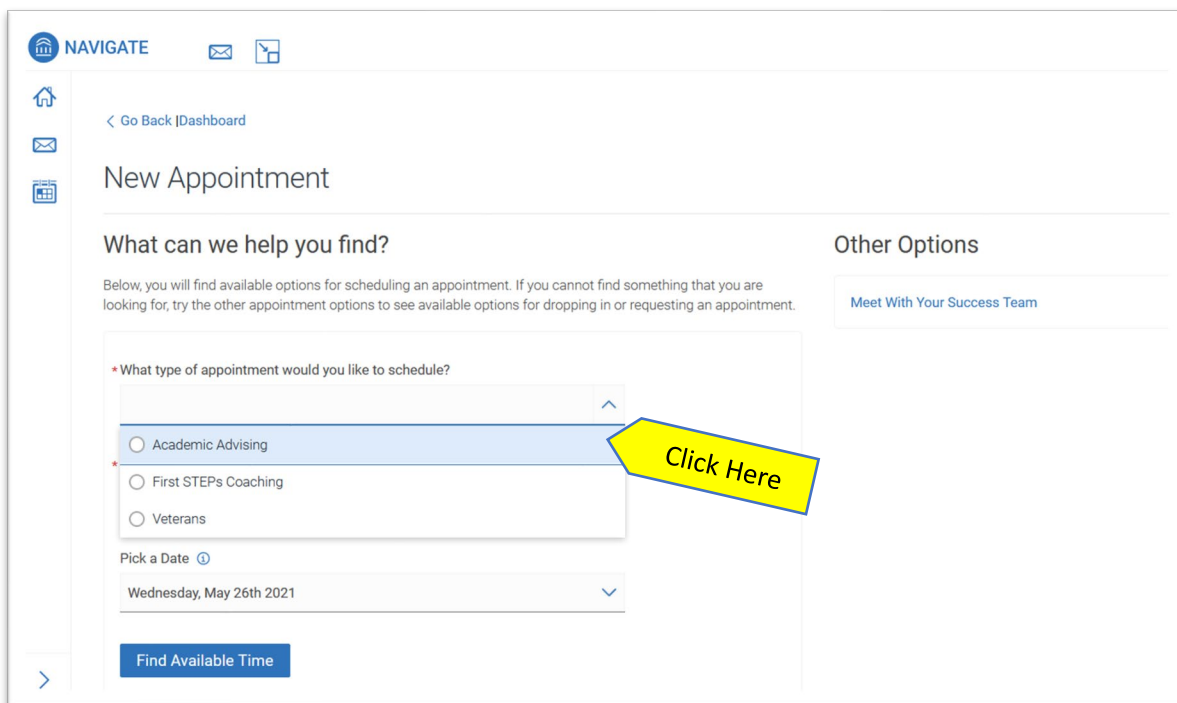
Incoming students must participate in orientation before scheduling their first appointment.



Click the **Schedule an Appointment** button



Select **Academic Advising** to schedule an appointment with an academic advisor



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

NAVIGATE

## New Appointment

What can we help you find?

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.

\*What type of appointment would you like to schedule?

Academic Advising

\*Service

Pick a Date

Wednesday, May 26th 2021

Find Available Time

Other Options

Meet With Your Success Team

Click Here

Use the following drop down to pull up the calendar or just click **Find Available Time** for all available times. Our appointment calendar is open 2 weeks at a time.

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Click Here

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Once click **Find Available Time**, appointment dates and times 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' page. On the left, under 'All Filters', 'Academic Advising' is selected. The 'Service' section has 'Class Schedule Assistance' selected. A calendar for June 2021 shows the 29th selected. Below the calendar are dropdown menus for 'Staff', 'Location', and 'Course'. The main area displays 'Bell Tower 1552 (Virtual Appointments)' with '2 People' and a link to 'View individual availabilities'. It shows appointment slots for Tuesday, June 29th and Wednesday, June 30th.

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

- **What type of appointment:** Academic Advising
- **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

NAVIGATE

## Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Academic Advising	<b>Service</b> Class Schedule Assistance
<b>Date</b> 06/29/2021	<b>Time</b> 9:30 AM - 10:00 AM
<b>Location</b> Bell Tower 1552 (Virtual Appointments)	
<b>Staff</b> Aracely Flores (Your Advisor)	
<b>Details</b> Please use the listed URL to access the Zoom session <b>only</b> at your scheduled appointment time. To prepare for the appointment, it is recommended to review our <a href="#">Advising Syllabus</a> to ensure we cover all requested items during your session. Click link to join meeting: <a href="https://csuci.zoom.us/j/">https://csuci.zoom.us/j/</a> Please log in on time as your appointment may be canceled if you are more than 10 minutes late. If you have trouble connecting to Zoom, or need to cancel or reschedule your appointment, please email me directly at <a href="mailto:Aracely.flores@csuci.edu">Aracely.flores@csuci.edu</a> <b>For your safety and the safety of others, please do not join Zoom meeting while driving. Your advisor will end the meeting.</b>	
<b>URL / Phone Number</b> <a href="https://csuci.zoom.us/j/">https://csuci.zoom.us/j/</a>	

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**