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 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.

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.
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.

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
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.