Scheduling an Appointment through Navigate

*If you are unable to log in to Navigate, email advisement@csuci.edu to schedule an appointment and include: name, student ID# and reason for appointment*

**Select the “Schedule an Appointment” button**

*Then, select “Academic Advising” to schedule an appointment with an academic advisor*
Next, select one reason for meeting with an advisor from the drop-down menu

Then, select the Virtual location – Bell Tower 1552, and hit next.
You will then see the available days and times: select a day and time, and then select next on the bottom right

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 **
You are able to see your upcoming appointment in your Student Home page under “Calendar”