

## Appointment Guidelines

### Scheduled Appointments (30-Minutes)

- Continuing CSUCI students have the option to schedule an in-person or virtual appointment through Dolphin Navigate in your myCI Portal.
  - If virtual appointment is scheduled, a Zoom link will be sent to your myCI email.
- Appointments are available two weeks in advance. New appointments open daily.
- Students may schedule a maximum of two appointments per semester.
- Students with two no-show appointments in one semester will not be able to schedule more appointments for the semester but can join our daily [Drop-In](#) advising sessions for a 5-10 minute consultation with an academic advisor.

### Virtual Appointments

- You must log in using a computer or laptop (no cell phone or tablet) and be in a quiet space with reliable internet service.
- Log in with your myCI [Zoom](#) account to confirm your identity.
- Be attentive with your camera on, when possible, and dress appropriately.
- Your appointment will be cancelled if you are logged in on your phone, driving, or working during your appointment.

### Additional Advising Information

- Review the [Advising Syllabus](#) prior to and in preparation for your appointment.
- Arrive on time: Your appointment will be cancelled if you are 10 minutes late.
- If you need to cancel or reschedule your appointment, use Dolphin Navigate or contact Academic Advising at 805-437-8571 at least 24 hours in advance.
  - If you cancel your appointment less than two hours before or don't show up, your appointment will be noted as a no-show.
  - Cancelling or rescheduling your appointment with ample time allows Dolphin Navigate to make the appointment available for another student.
- If you are sick, please reschedule your appointment for another day or request to have it switched to a virtual Zoom appointment.
- If you plan to have a guest (parent or other) join your advising appointment, complete a [FERPA Authorization](#) or temporary [Advising FERPA authorization](#).

### Expectations for Students during Advising Appointments

- Have your student ID number available
- Come prepared with questions, goals, and any necessary paperwork.
- Take notes during your advising appointment.
- During registration time, come prepared with a list of courses you would like to take or have them in your shopping cart.

*The University encourages persons with disabilities to participate in all its programs and activities. If you anticipate needing any type of accommodation during your appointment or have questions about the physical access provided please contact Disability Accommodations and Support Services (DASS) at [accommodations@csuci.edu](mailto:accommodations@csuci.edu) or call 805-437-3331.*