

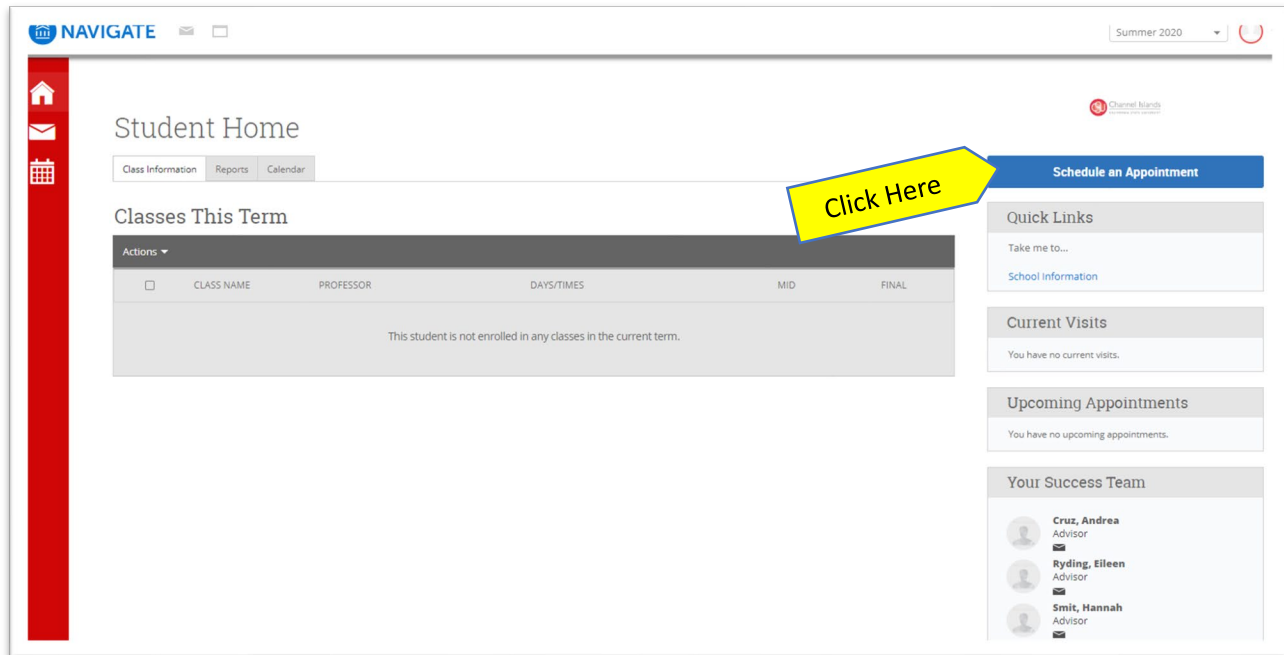
How to Schedule a *Graduate Studies Center* Appointment through Navigate

Log in to your myCI to access Dolphin Navigate or <https://csuci.campus.eab.com/>

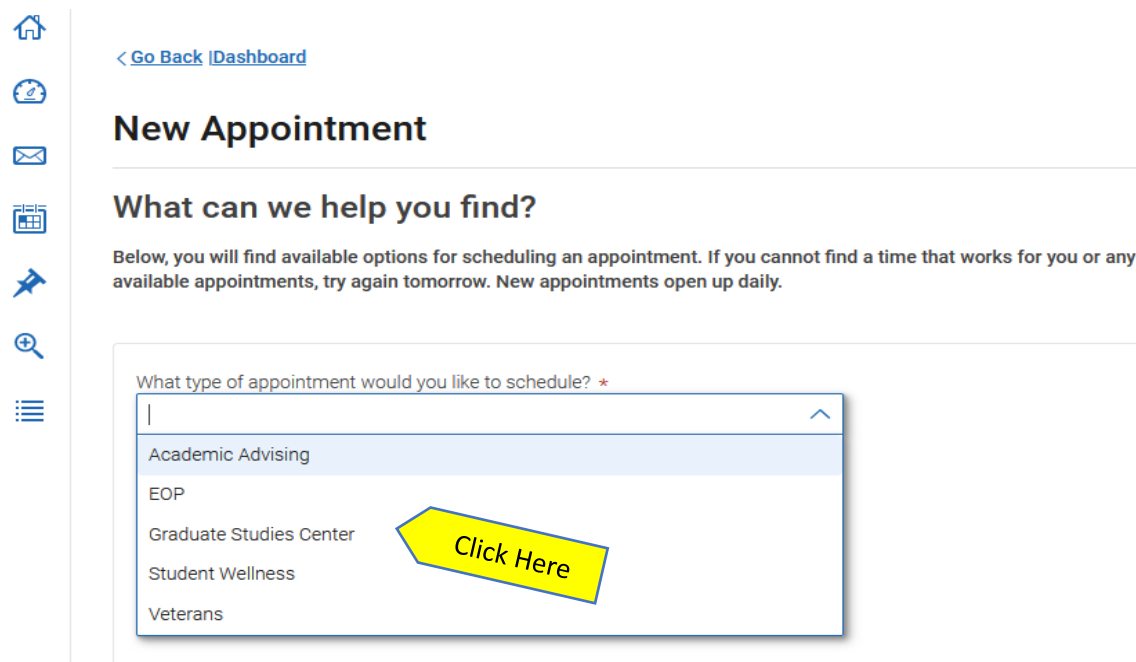
*Only currently enrolled students have access to Dolphin Navigate. If you are unable to log in, email advisement@csuci.edu and include your name, student ID#, reason for appointment, and availability.



Click the **Schedule an Appointment** button



Select **Graduate Studies Center** to schedule an appointment with a graduate studies advisor



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

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find a time that works for you or any available appointments, try again tomorrow. New appointments open up daily.

What type of appointment would you like to schedule? *

Graduate Studies Center

Service *

- Chancellor's Doctoral Incentive Program (CDIP)
- Graduate School Preparation
- Sally Casanova Pre-Doctoral Program

Click Here

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

NAVIGATE

New Appointment

What can we help you find?

Other Options

Meet With Your Success Team

May 2021 26

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					

Wednesday, May 26th 2021

Find Available Time

Or Click Here

Click Here

Once you 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.

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date [O](#)

October 2023 < 12 >

S	M	T	W	T	F	S
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				

Staff

How would you like to meet?

Academic Advising
4 People
[View individual availabilities](#)

Mon, Oct 16th

Thu, Oct 19th

Fri, Oct 20th

Mon, Oct 23rd

Tue, Oct 24th

Wed, Oct 25th

All times listed are in local browser timezone.

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

- **What type of appointment:** Graduate Studies Center
- **Service:** Reason for appointment
- **Date:** The date of your appointment
- **Time:** The time of your appointment
- **Location:** Academic Advising
- **Staff:** The advisor you will be meeting with
- **How would you like to meet:** Choose In-Person or Virtual. Once you choose, if you need to change your option click the X.

[Home](#) [Mail](#) [Calendar](#)

[Go Back Dashboard](#)

Review Appointment Details and Confirm

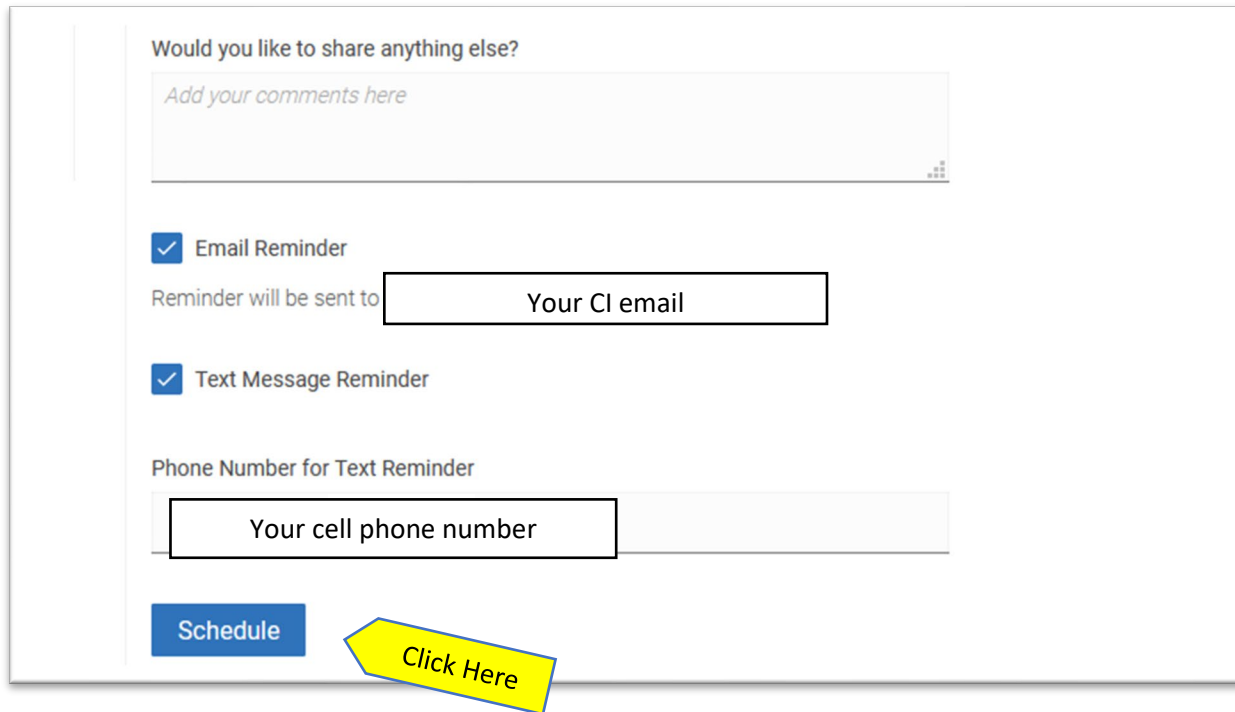
What type of appointment would you like to schedule? Academic Advising	Service Degree Progress and Planning
Date 10/23/2023	Time 9:30 AM - 10:00 AM
Location Academic Advising	
Staff Karla Anderson (Your Advisor)	

How would you like to meet? *

Choose

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?”**

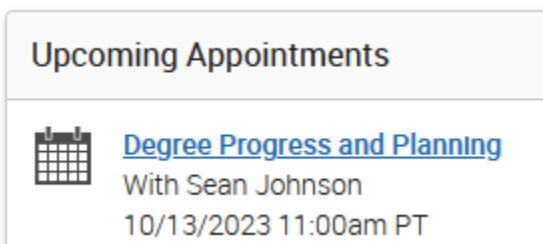
IMPORTANT: Click the blue **Schedule** button to schedule your appointment. **If you do not click “Schedule”, your appointment will not be scheduled.**



The screenshot shows a web form for scheduling an appointment. At the top, there is a text area labeled "Would you like to share anything else?" with the placeholder text "Add your comments here". Below this are two checked checkboxes: "Email Reminder" and "Text Message Reminder". Under "Email Reminder", there is a text input field containing "Your CI email". Under "Text Message Reminder", there is a text input field containing "Your cell phone number". At the bottom left of the form is a blue "Schedule" button. A yellow arrow with the text "Click Here" points to the "Schedule" button.

You will receive a confirmation and reminder sent to your CI email, and 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.

If you scheduled a virtual appointment, your Zoom link will be included in the confirmation email and also in the details under **Upcoming Appointments** or the **Calendar** entry.



The "Upcoming Appointments" section features a calendar icon on the left. To its right, the text reads: "Degree Progress and Planning" (a blue link), "With Sean Johnson", and "10/13/2023 11:00am PT".

Need help? Call us at 805-437-8571 or email advisement@csuci.edu