

Appointment Guidelines

Scheduled Appointments (30-Minutes)

- Log into myCI Dolphin Navigate to schedule an appointment.
- Continuing CSUCI students have the option to schedule an in-person or virtual, Zoom appointment.
 - A Zoom link will be sent to your myCI email.
- Appointments are available two weeks out, and new appointments open daily.
- Students may schedule a maximum of two scheduled appointments per semester.
- Students with two no-show appointments in one semester will be unable to schedule an appointment in that semester but have the option to attend Express Advising.

Additional Advising Information

- Arrive on time
 - Your appointment will be canceled if you are 10 minutes late, as advisors have another appointment after yours.
- If you are unable to keep your appointment, cancel your appointment through Dolphin Navigate or contact Academic Advising at (805) 437-8571, 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.
 - Canceling or rescheduling your appointment with ample time allows for another student to take the appointment time.
- If you are sick, please reschedule your appointment, or we'll make arrangements for a virtual Zoom appointment.
- To have a guest in your advising meeting, 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.

Virtual Appointments

- You must be in front of a computer or laptop 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, if possible.
 - Dress appropriately
- Your appointment will be canceled if you are logged in on your phone, or driving, or working during your appointment.
 - For quick questions, visit our [Express Advising](#).

Separate note: add expectations to Zoom waiting room