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

● 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.