

How to Schedule an Appointment through Navigate

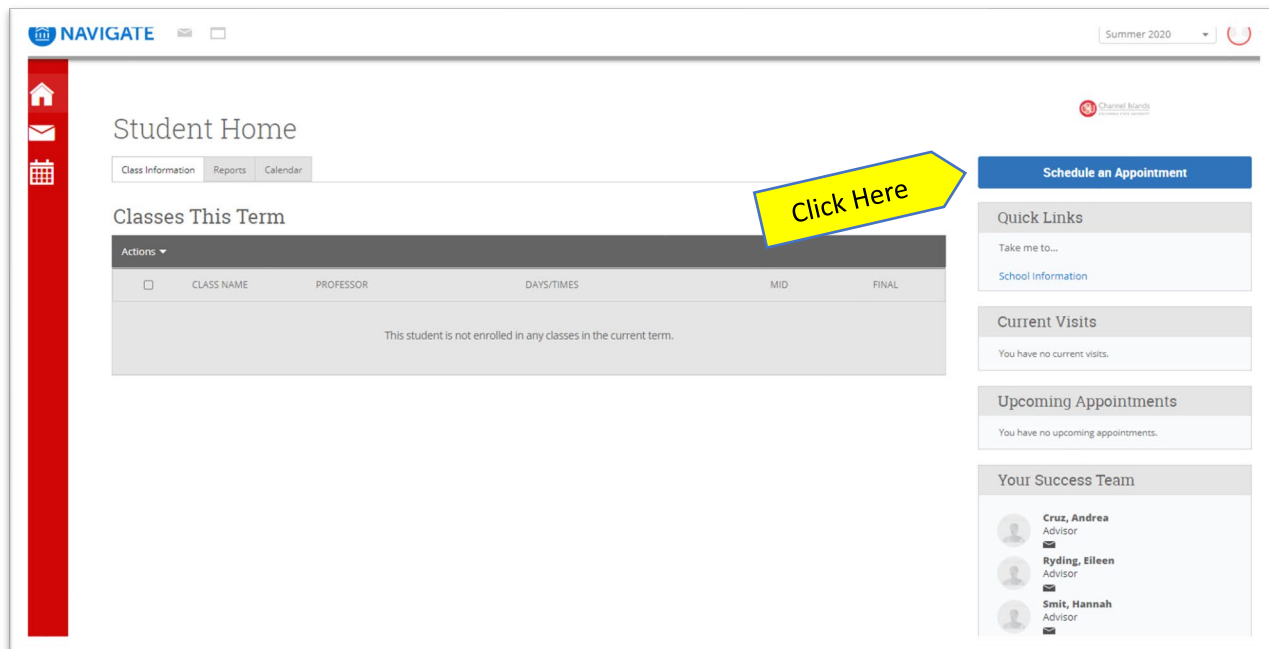
Log in to your myCI portal to access Dolphin Navigate*

*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.

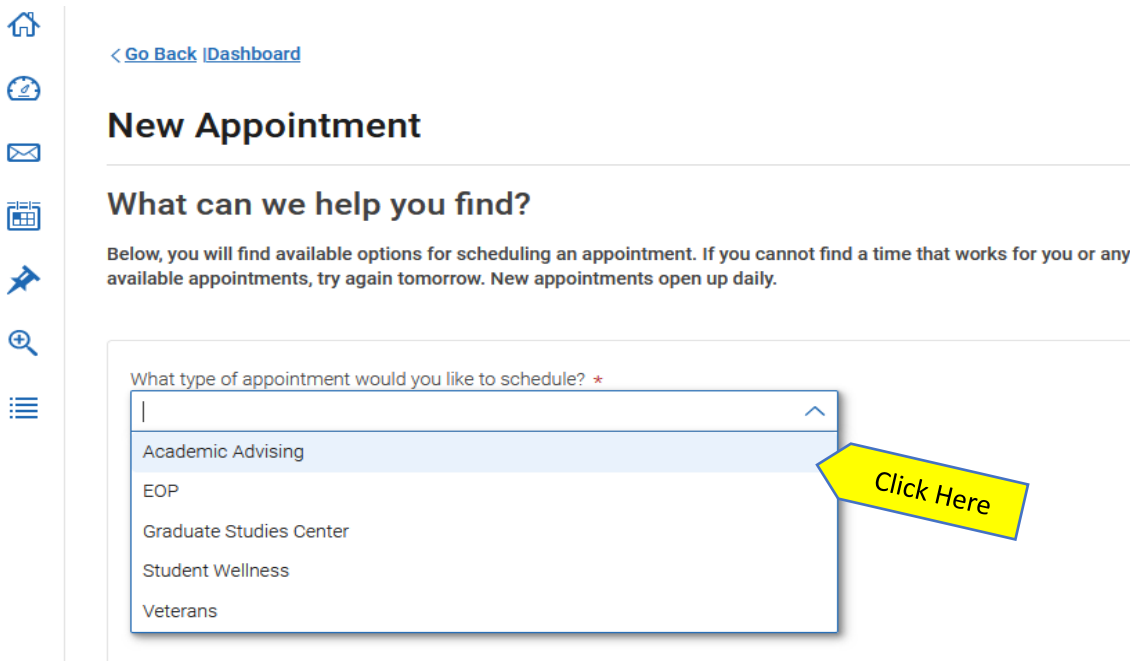
Incoming students must participate in orientation before scheduling their first appointment.



Click the blue **Schedule an Appointment** button



Select **Academic Advising** to schedule an appointment with an academic advisor



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

The screenshot shows the 'New Appointment' page. At the top left is the 'NAVIGATE' logo with a home icon, an envelope icon, and a window icon. Below the logo is a calendar icon and the title 'New Appointment'. The main heading is 'What can we help you find?'. Below this is a paragraph: 'Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.' To the right is a box titled 'Other Options' with a link 'Meet With Your Success Team'. The main form area has two dropdown menus. The first is labeled '*What type of appointment would you like to schedule?' and has 'Academic Advising' selected. The second is labeled '*Service' and is currently empty. A yellow callout bubble with the text 'Click Here' points to the 'Service' dropdown menu.

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.

This screenshot shows the 'New Appointment' page with the calendar dropdown menu open. The calendar displays the month of May 2021, with the date '26' highlighted in blue. Below the calendar is a blue bar with the text 'Wednesday, May 26th 2021' and an upward-pointing arrow. At the bottom left of the form is a blue button labeled 'Find Available Time'. A yellow callout bubble with the text 'Or Click Here' points to this button. Another yellow callout bubble with the text 'Click Here' points to the 'Wednesday, May 26th 2021' bar. The rest of the page, including the 'NAVIGATE' logo, 'What can we help you find?' heading, and 'Other Options' section, is visible in the background.

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?

Academic Advising

Service

Degree Progress and Planning

Pick a Date

October 2023

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

Search by name

How would you like to meet?

Search by type

ACADEMIC ADVISING

DEGREE PROGRESS AND PLANNING

Academic Advising



4 People

[View individual availabilities](#)

Mon, Oct 16th

10:00 - 10:30 AM

Thu, Oct 19th

9:00 - 9:30 AM

11:00 - 11:30 AM

11:30 - 12:00 PM

2:30 - 3:00 PM

Fri, Oct 20th

1:30 - 2:00 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

Mon, Oct 23rd

9:30 - 10:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

11:30 - 12:00 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

Tue, Oct 24th

9:00 - 9:30 AM

9:30 - 10:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

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:** Academic Advising
- **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.



[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? *

Search by type

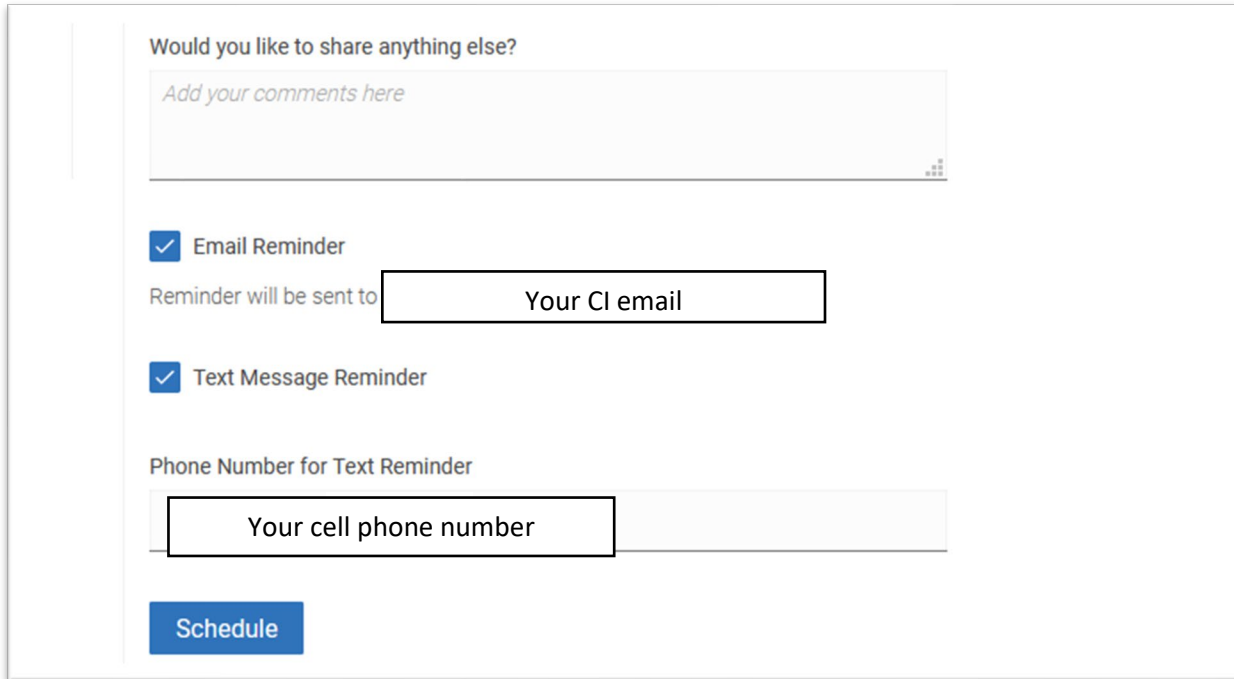
In-Person

Virtual

Add your comments here

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?”**

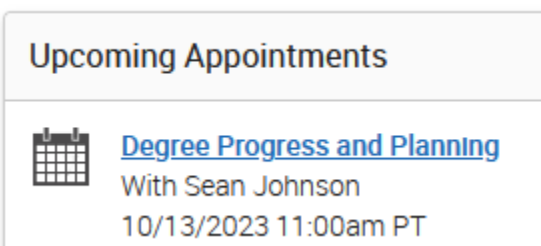
IMPORTANT: Click the blue **Schedule** button to schedule your appointment. **If you do not click “Schedule”, your appointment will not be scheduled.**



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 a placeholder "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 button labeled "Schedule".

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 header with the title "Upcoming Appointments". Below the header is a calendar icon followed by the text: "Degree Progress and Planning", "With Sean Johnson", and "10/13/2023 11:00am PT".

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