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 <u>advisement@csuci.edu</u> and include your name, student ID#, reason for appointment, and availability.

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

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Dolphin Navigate

Student advising, coaching, and communication platform

Click the blue Schedule an Appointment button

NAVIGATE						Summer 2020 🔹 💛
Stuc	lent Home	1				
Class Infor	mation Reports Calend	ar				Schedule an Appointment
Class	es This Term			Clic	k Here	Quick Links
Actions 🔻						Take me to
	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	School Information
		This stude	unt is not enrolled in any classes in the surrent term			Current Visits
		1113 31000	and since in oned in any dasses in the current term.			You have no current visits.
						Upcoming Appointments
						You have no upcoming appointments.
						Your Success Team
						Cruz, Andrea Advisor Ryding, Eileen Advisor Smit, Mannah Advisor

Select Academic Advising to schedule an appointment with an academic advisor

	A
New	Appointment
What	can we help you find?
Below, vo	u will find available options for scheduling an appointment. If you cannot find a time that works for y
available	annointmente tru again temerreux. Neux annointmente enen un deilu
	appointments, it y again tomorrow. New appointments open up dany.
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What t	ype of appointment would you like to schedule? *
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What t Acad EOP	ype of appointment would you like to schedule? * emic Advising
What t Acad EOP Grad	ype of appointment would you like to schedule? * emic Advising uate Studies Center
What t Acad EOP Grad	ype of appointment would you like to schedule? * emic Advising Jate Studies Center ent Wellness

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

n NA	AVIGATE 🖂 🎦		
	New Appointment		
	What can we help you find?		Other Options
	Below, you will find available options for scheduling an appointment. If you cannot find so looking for, try the other appointment options to see available options for dropping in or re	mething that you are equesting an appointment.	Meet With Your Success Team
	* What type of appointment would you like to schedule?		
	X Academic Advising ×		
	* Service		
	· · · · · · · · · · · · · · · · · · ·	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.

W	hat	can	we	help	о уо	u fin	d?	Oth	er Options
Be	<		May	y 2021		26	>	g an appointment. If you cannot find something that you are	et With Your Success
100	Su	Мо	Tu	We	Th	Fr	Sa	re available options for dropping in or requesting an appointment.	Set that rour ouccess
*	2	3	4	5	6	7	1	nedule?	
	9	10	11	12	13	14	15	<u> </u>	
*	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	<u> </u>	
	30	31							

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 F	Filte	ers				<u>S1</u>	art Over	
What ty Acade	/pe of emic A	appoin dvisin	ntment g	would	you lik	e to sch	Academic Advising	
Service								
Degre	e Prog	gress a	and Pla	nning			View individual availabilities	
Pick a [Date						Mon, Oct 16th	
Octo	ber 20	23		<	12	>	(10.00 - 10.30 AM)	
S	м	Т	W	т	F	S	The output	
1	2	3	4	5	6	7	inu, oct iyan	
8	9	10	11	12	13	14	(9:00 - 9:30 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM) (2:30 - 3:00 PM)	
15	16	17	18	19	20	21	Fri, Oct 20th	
22	23	24	25	26	27	28	(130-200 PM) (230-300 PM) (300-330 PM)	
29	30	31					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)	
Staff							Tue, Oct 24th	
Searc	h by n	ame		10			(9:00-9:30 AM) (9:30-10:00 AM) (10:00-10:30 AM) (10:30-11:00 AM) (1:00-11:30 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)	
How w Searc	h by ty	ou like /pe	to mee	et?			Wed, Oct 25th All times listed are in local brow	wser 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.

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.

Fmail Reminder		
Reminder will be sent to	Your CI email	
✓ Text Message Reminder		
Phone Number for Text Remi	inder	
Your cell phone	e number	

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.

Upco	ming Appointments
	Degree Progress and Planning With Sean Johnson 10/13/2023 11:00am PT

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