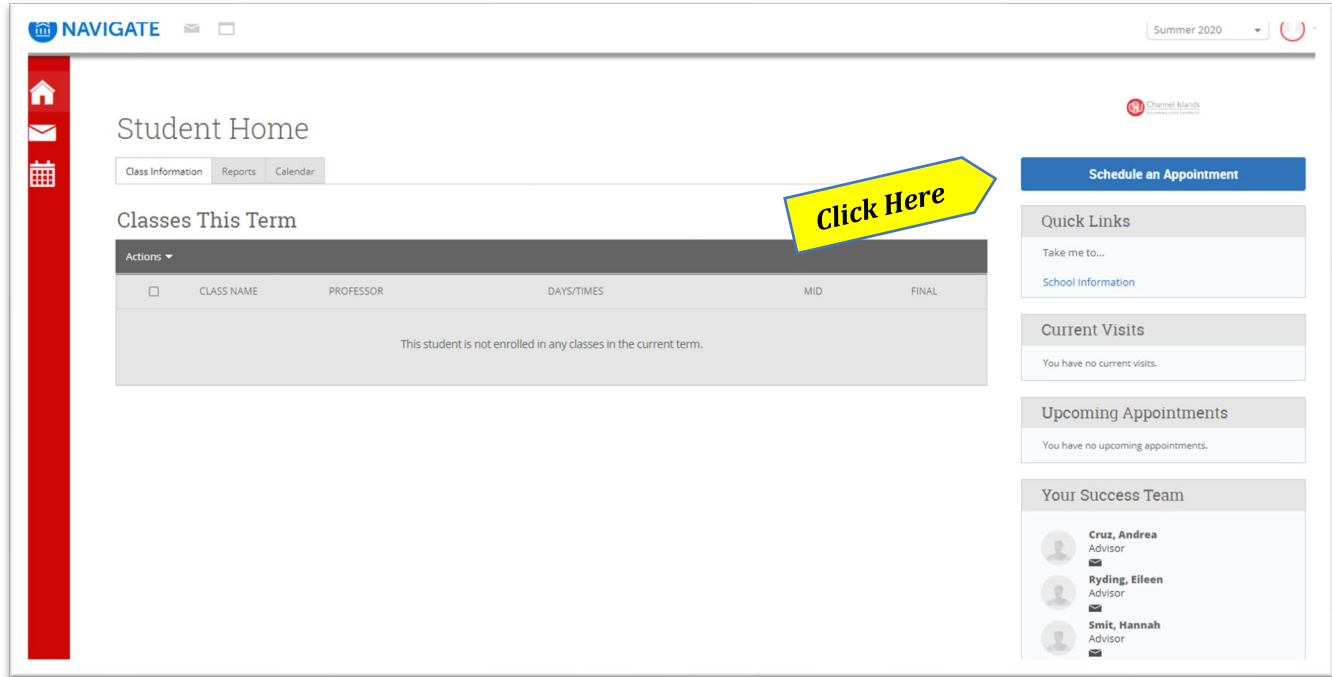


How to Schedule a Peer Advising Appointment through Navigate

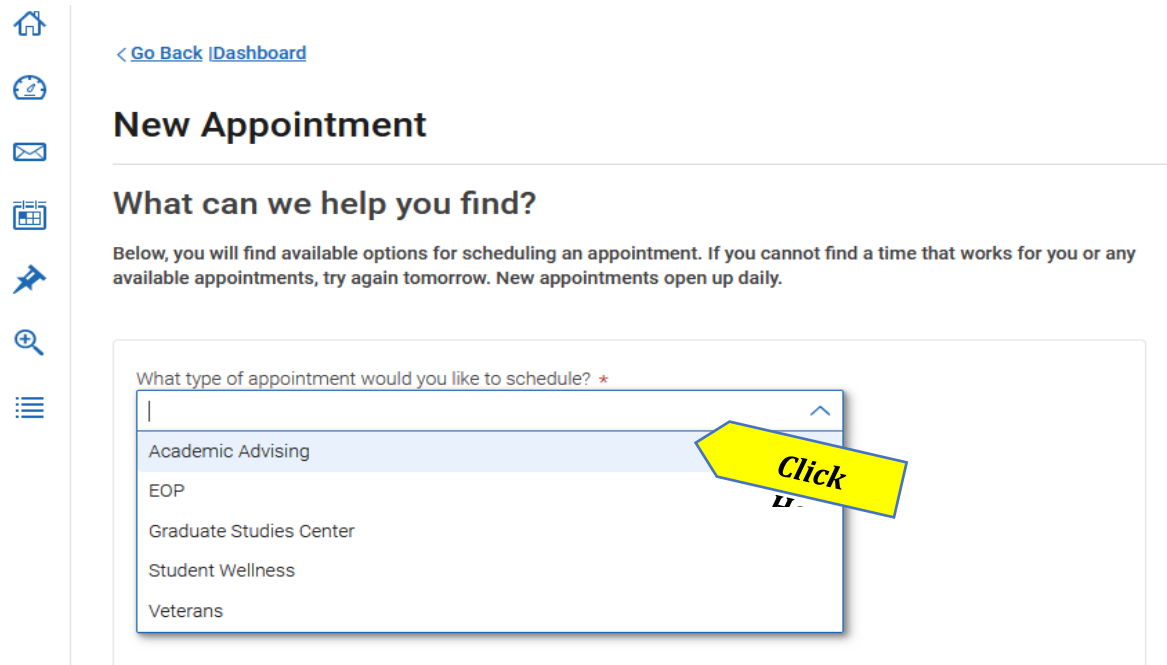
Log in to your myCI to access Dolphin Navigate or <https://csuci.campus.eab.com/>

If you are unable to log in to Navigate, 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 **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 building icon, and to its right are icons for email and a document. Below the logo is a calendar icon. The main heading is 'New Appointment'. Underneath is the question 'What can we help you find?' followed by 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 of this section is a box titled 'Other Options' containing a button that says 'Meet With Your Success Team'. The main form area contains 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 dropdown arrow of the 'Service' 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 same 'New Appointment' page as above, but with the 'Service' dropdown menu open, displaying a calendar for May 2021. The calendar shows days from Sunday to Saturday, with the 26th highlighted in blue. Below the calendar, the text 'Wednesday, May 26th 2021' is visible. A yellow callout bubble with 'Click Here' points to the dropdown arrow of the 'Service' menu. At the bottom left of the form, there is a blue button labeled 'Find Available Time'. A second yellow callout bubble with 'Click Here' points to this button.

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


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

How would you like to meet?

[ACADEMIC ADVISING](#) [DEGREE PROGRESS AND PLANNING](#)

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:** 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? *

In-Person

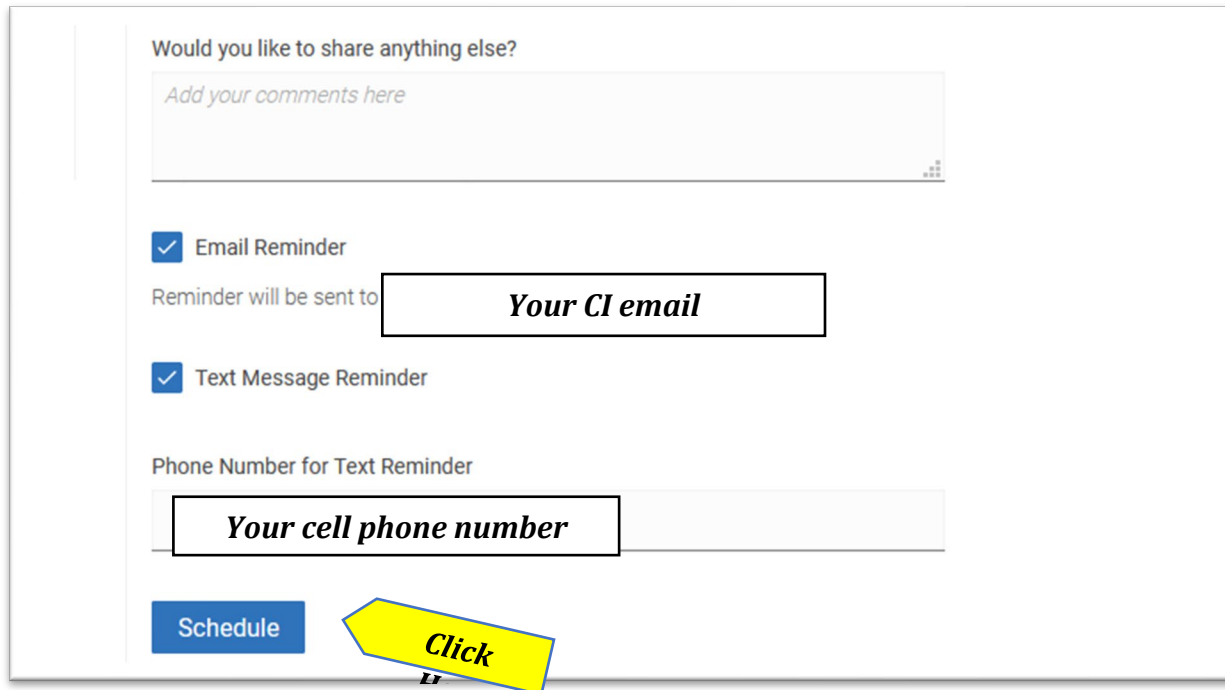
Virtual

Add your comments here

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.**



Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to **Your CI email**

Text Message Reminder

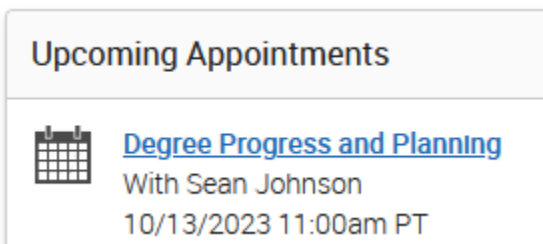
Phone Number for Text Reminder

Your cell phone number


Schedule **Click**

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.



Upcoming 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