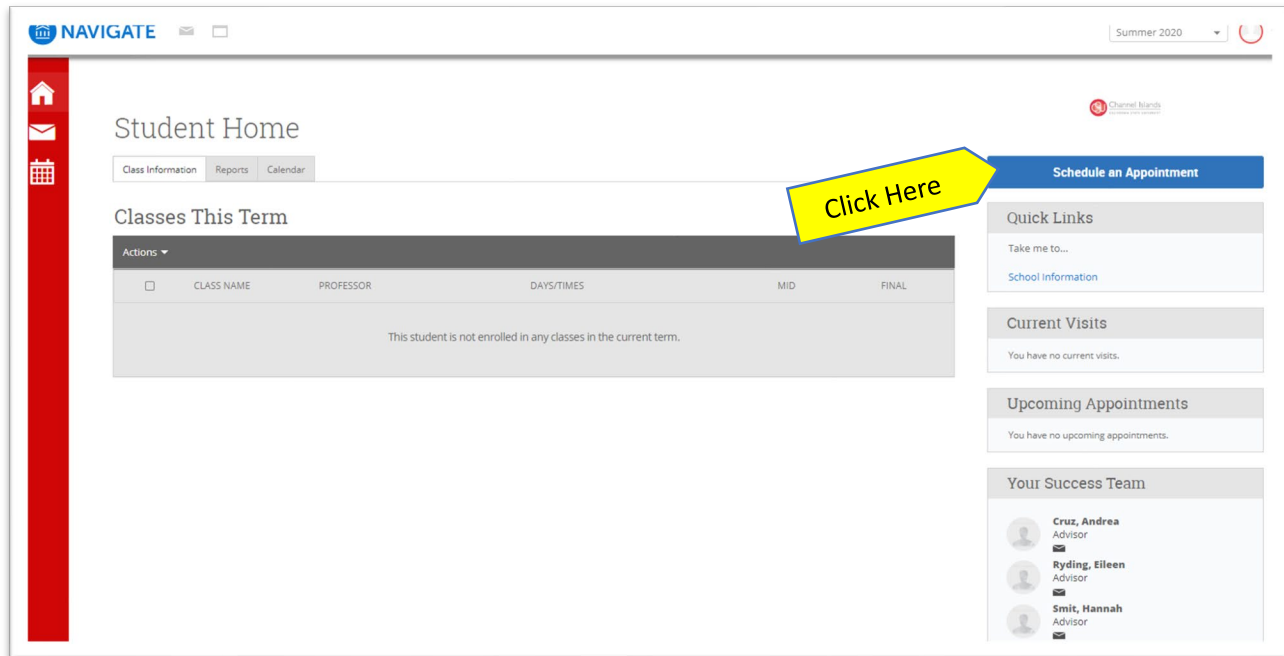


How to Schedule a *Graduate Studies Center* Appointment through Navigate

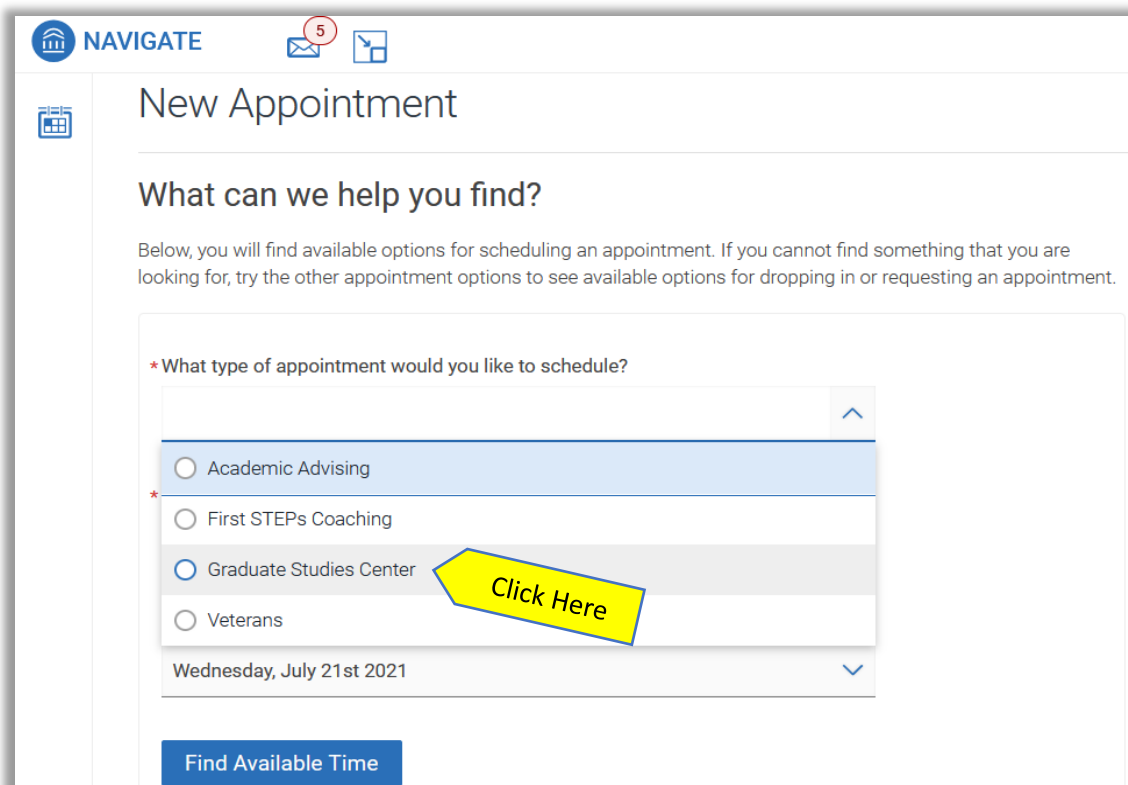
Log in to your myCI to access Dolphin Navigate or <https://csuci.campus.eab.com/>

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 **Graduate Studies Center** to schedule an appointment with a graduate studies advisor



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

The screenshot shows the 'New Appointment' page. At the top, there is a 'NAVIGATE' header with a logo and a notification icon with the number '5'. Below the header, the page title 'New Appointment' is displayed. The main heading is 'What can we help you find?'. Below this, there 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.' The main form area contains two dropdown menus. The first is labeled '* What type of appointment would you like to schedule?' and has 'Graduate Studies Center' selected. The second is labeled '* Service' and is open, showing a list of options: 'Career/Post-Graduate School Mentoring', 'Chancellor's Doctoral Incentive Program (CDIP)', 'Graduate School Preparation', and 'Sally Casanova Pre-Doctoral Program'. A yellow callout box with the text 'Click Here' points to the 'Service' dropdown menu.

Use the following drop down to pull up a calendar and pick a date, then click **Find Available Time**

The screenshot shows the 'New Appointment' page with a calendar overlay. The calendar is for May 2021, with the date '26' selected. The calendar is positioned over the 'Service' dropdown menu. Below the calendar, the date 'Wednesday, May 26th 2021' is displayed. A yellow callout box with the text 'Click Here' points to this date. At the bottom of the form, there is a blue button labeled 'Find Available Time'. A yellow callout box with the text 'Click Here' points to this button. On the right side of the page, there is a section titled 'Other Options' with a button labeled 'Meet With Your Success Team'.

Once you pick a date on the calendar, available appointments will appear. You can click “**View individual availabilities**” to schedule with a specific advisor or use the **Staff** drop down menu.

Please note, even though our physical location is listed, all appointments will be online via Zoom until further notice.

The screenshot shows the 'New Appointment' interface. On the left, there are filter sections: 'All Filters' with a 'Start Over' button, 'What type of appointment would you like to schedule?' with 'Graduate Studies Center' selected, 'Service' with 'Career/Post-Graduate School Mentoring' selected, and 'Pick a Date' with a calendar for July 2021 where the 21st is selected. Below these are dropdown menus for 'Staff', 'Location', and 'Course'. On the right, the appointment details for Sara Alcalá are shown, including her profile picture, name, and location 'Bell Tower 1565 (Virtual Appointments)'. Available appointment slots are listed for Tuesday, August 17th (10:00-10:45 AM and 10:45-11:30 AM) and Thursday, August 19th (10:00-10:45 AM).

Once you select an appointment date and time, the final screen will show your appointment details:

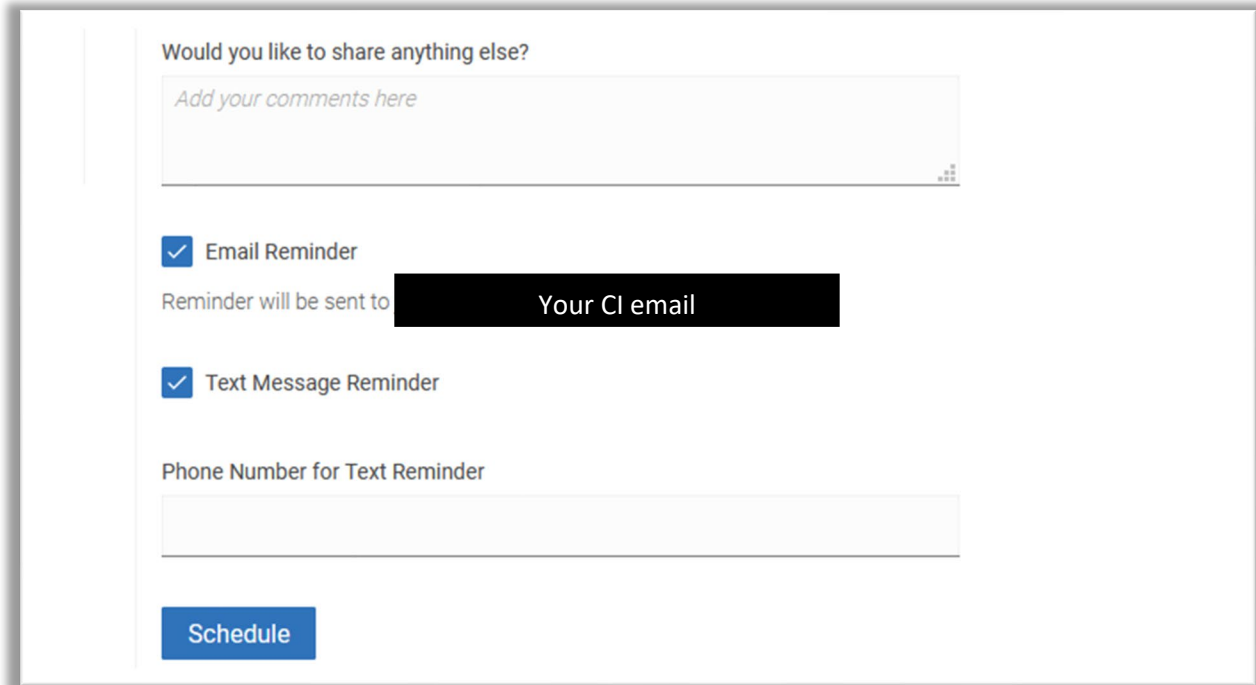
- **What type of appointment:** Graduate Studies Center
- **Service:** Reason for appointment
- **Date:** The date of your appointment
- **Time:** The time of your appointment
- **Location:** Please note, even though our physical location is listed, all appointments will be online (Virtual) via Zoom until further notice.
- **Staff:** The advisor you will be meeting with
- **Details:** The Zoom link and notes from the advisor about how to prepare for your appointment

The screenshot shows the 'Review Appointment Details and Confirm' screen. It displays the following information: 'What type of appointment would you like to schedule?' is Graduate Studies Center; 'Service' is Career/Post-Graduate School Mentoring; 'Date' is 08/17/2021; 'Time' is 10:00 AM - 10:45 AM; 'Location' is Bell Tower 1565 (Virtual Appointments); and 'Staff' is Sara Alcalá (Your Advisor). A 'Details' section at the bottom states: 'Thank you for scheduling! A Zoom link and reminder will be sent to you within 24-48 hours of your scheduled appointment. All appointments are held virtually.'

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”** to schedule your appointment. **If you do not click “Schedule” your appointment will not be scheduled.**

You will receive a confirmation and reminder sent to your CI email, or 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.



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

[Schedule](#)