

## 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

- Review the [Advising Syllabus](#) prior to and in preparation for your appointment.
- 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.