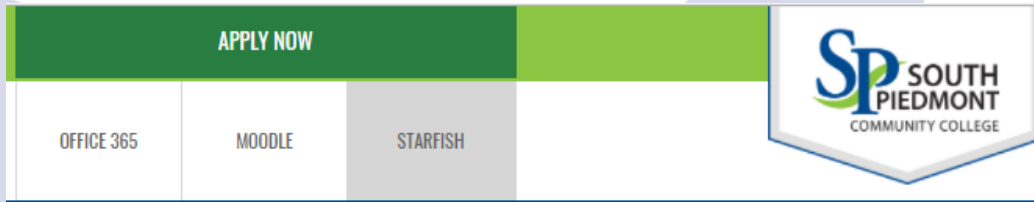
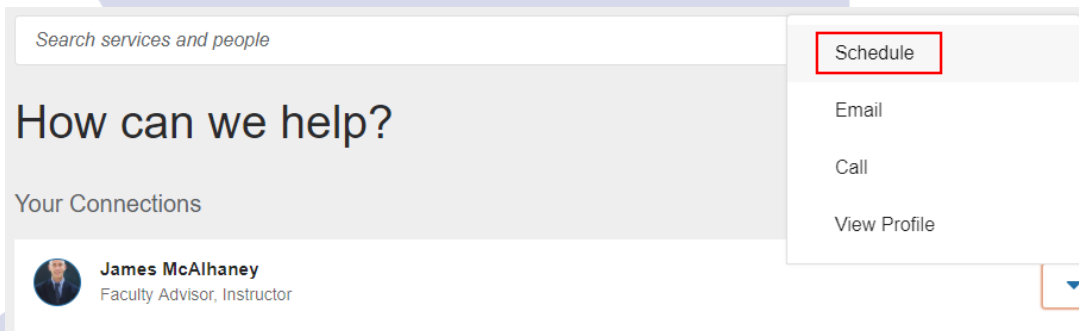


How to Look-up your Advisor and Schedule an Appointment on Starfish

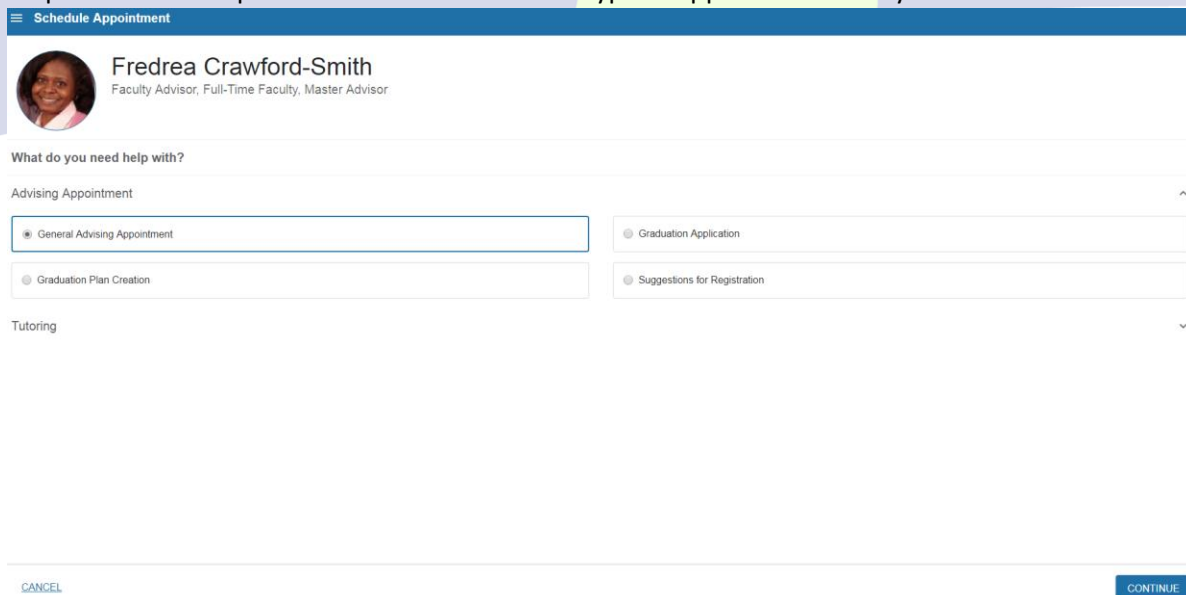
Step 1: Log in to Starfish (located in the top left side of the www.spcc.edu website). This is the same username and password as your GO! and Moodle accounts.



Step 2: To schedule an appointment, click the blue drop down arrow and select "Schedule" to access your advisors calendar next to the person listed as your Faculty Advisor.



Step 3: Select the option that best describes the type of appointment that you need and click continue.



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Step 4: Once on your advisor's calendar, under "What day and time works for you?" adjust the date range for available options, if needed. To the right, choose an appointment time for the date and time that works best for you. *If your advisor does not have a time that works for you, you are welcome to send them an email.*

The screenshot shows the 'Schedule Appointment' interface for Fredrea Crawford-Smith, a Faculty Advisor, Full-Time Faculty, and Master Advisor. The interface includes a calendar for September 2018 and a list of available appointment slots. A red box highlights the 'What day and time works for you?' section, which shows the date range from 08-29-2018 to 09-05-2018. The calendar shows the date 5 (Friday, September 5) selected. The appointment slots are listed by day: Thursday, August 30 (3 available slots: 1:00 pm - 1:30 pm, 1:30 pm - 2:00 pm, 2:00 pm - 2:30 pm); Monday, September 03 (4 available slots: 10:00 am - 10:30 am, 10:30 am - 11:00 am, 11:00 am - 11:30 am, 11:30 am - 12:00 pm); and Tuesday, September 04 (3 available slots: 1:00 pm - 1:30 pm, 1:30 pm - 2:00 pm). The 10:00 am - 10:30 am slot on Monday, September 03 is highlighted with a blue border. A 'BACK' button is located at the bottom left, and a 'CONTINUE' button is at the bottom right.

Step 5: You may write a comment on the reason for your visit and press the "confirm" button to confirm your appointment.