**Student f. Make An Appointment**

You can **Schedule an Appointment** with your academic advisor(s) in a few easy steps that are outlined below.

Please note that Chrome is the preferred browser for Starfish. If you experience difficulty when trying to schedule an appointment in another browser, it is recommended that you log out and log back in using Chrome. If you continue to experience difficulty, please email starfish@rit.edu.

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1. **Access Starfish** through:
   1. **myCourses** by clicking the **Starfish button** or the hyperlink
   2. **SIS** by clicking the **Starfish tile** on your Student Home page

2. On the **My Success Network page** locate your Academic Advisor.

3. Click the navigation icon next to the name of your advisor and then select **Schedule**.

4. If your advisor has advising walk-in hours scheduled, they will be displayed in the top right corner of the page.
5. Select Academic Advising and choose a reason from the list, click **Continue**.

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What do you need help with?

Academic Advising

- Academic Planning / Registration
- Considering Change of Major
- Co-Op/Internship/Study Abroad
- New Student Advising: Freshman/ Transfer
- Academic Success / Support
- Considering Course Withdrawal
- Mid-Degree Advising
- Personal Concerns
```

6. There is a drop-down filter that allows you to select group advising sessions (if available) or individual advising sessions.

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Schedule Appointment

John Doe
Academic Advisor

What day and time works for you?

12-06-2018 → 01-05-2019

December 2018

Show:
- All session types
- Group sessions only
- Single sessions only
```

7. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list, click **Continue**.
8. On next page you can verify the details of your meeting and/or make adjustments to the **duration, location, and reason** (as needed) and add a brief **description** for why you want to meet.

9. Click **Confirm** to finalize your meeting.

10. You will get an email with the appointment details and the appointment will be listed on the **Upcoming tab**.

11. If you get an error that says "Sorry, the appointment is no longer available. Please try again." we recommend that you try using Starfish in a different browser. **Chrome is the preferred browser for Starfish.**