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

![Starfish Access](image)

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.**

![My Success Network](image)

4. If your advisor has advising walk-in hours scheduled, they will be displayed in the top right corner of the page.

![Schedule Appointment](image)
5. Select Academic Advising and choose a reason from the list, click **Continue**.

   ![Academic Advising Options]

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

   ![Schedule Appointment]

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**.

   ![Scheduling Calendar]

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.