Starfish Guide: How to schedule an Advising Appointment

1. Log in to One Campus and type “Starfish” in the search field. Click on the Starfish tile:

2. Under “My Success Network” locate your Highlander Success Center (HSC) advisor, and click on their name

3. Your Advisor’s availability will be displayed.

   Click on the blue SCHEDULE APPOINTMENT button to book an appointment.

   You can also view your Advisor’s biography on this page.

4. Click on the down arrow on the far-right of the screen to bring up a list of reasons for the appointment. Choose the reason for your appointment and click CONTINUE.
5. Select an appointment day and time that works for your schedule. Click CONTINUE.

6. Review the appointment details.
   - REQUIRED: choose a location for your appointment. Advisors will have in-person and/or virtual options available.

   Click CONFIRM in the lower right.

7. You will see a text box confirming the appointment has been booked. Students should also receive an email confirmation.