**HOW TO SCHEDULE YOUR**

**ACADEMIC ADVISING APPOINTMENT**

Appointments can be setup via Starfish. No appointments will be setup via email.

1. Log into JNET

2. Click on the Campus Resources tab

3. On the Right hand side, you should see an area labeled Campus Quick Links

4. Starfish should be the last link

Once you are in Starfish:

1. On the top left corner, click on the 3 bars. From the dropdown menu, click on the "My Success Network" button.
2. In Your Connections, you will see your advisor block. Click the 3 dots that are to the right of your advisor name. Select Schedule.
3. Click on the down arrow. Select your reason.
4. View Advisor’s calendar for availability. Select an appointment time

Note: If you do not see your advisor's block, type in their name in the search bar under "My Success Network" to schedule your appointment.

\*Remember your appointment should not be scheduled earlier than one week before your actual registration date. If you schedule your appointment too early, your appointment will be cancelled and you will be asked to reschedule your appointment.