

The following explains how a student can schedule an appointment, via the Starfish system, with the Academic

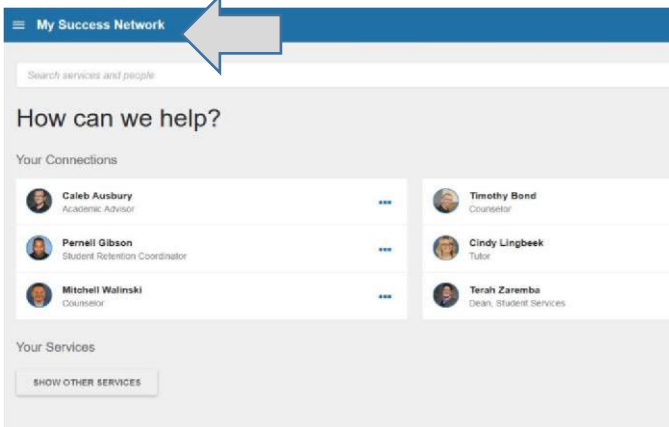
# Starfish – How to Schedule an Appointment

Advisor that they are assigned, an Instructor, OR one of our Counselors.

1. Navigate to the KCC homepage, click the Bruin Portal button at the top of the screen, and login using your KCC-ID and password that you have created.
2. Once you are logged in, scroll down the list of services and find the Starfish service button as shown below.

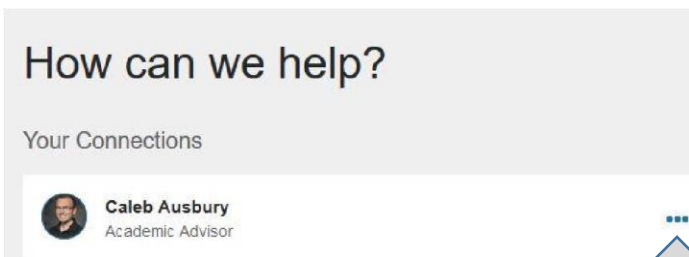


3. After clicking the Starfish service button, it will automatically take you to your Starfish "My Success Network".



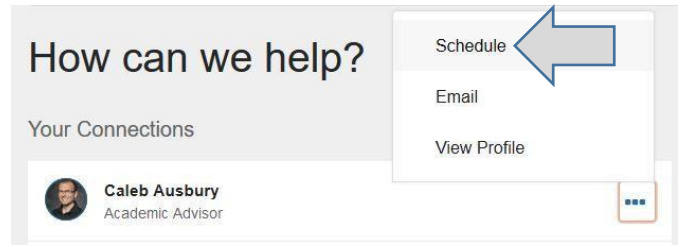
4. Click the three dots off to the right of the individual you are trying to schedule an appointment with.

***The scheduling process is the same whether it is an Advisor, Counselor, OR an Instructor.***

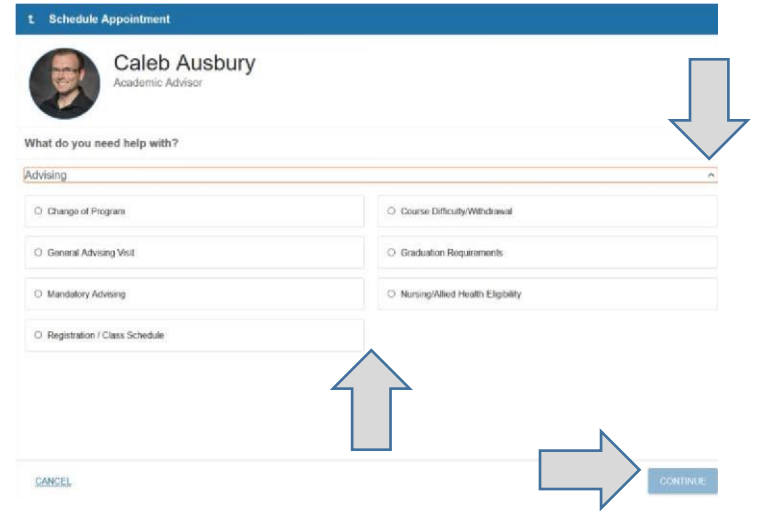


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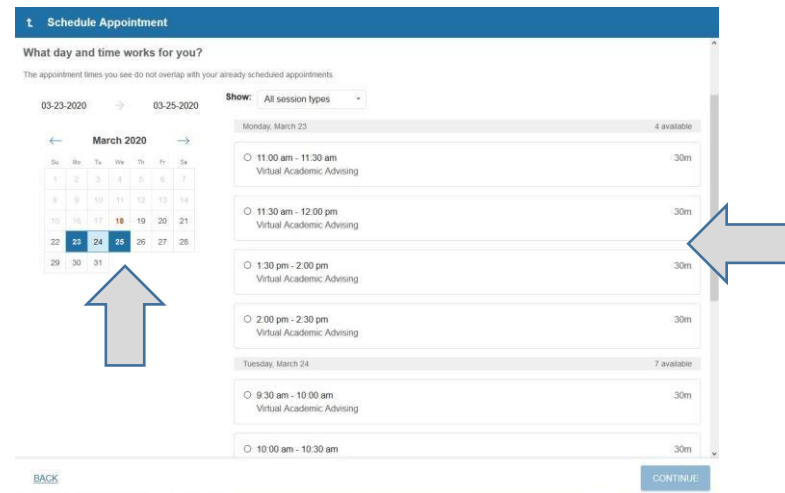
5. Click the Schedule button.



6. Click the drop down in the Advising field, select what it is you need help with, and click Continue.



7. Select the day and time that works for you, based upon the individual's availability, and click Continue.



8. Type in the details regarding what the appointment is about, as well as your most current phone number. Click Confirm to set the appointment.

**Schedule Appointment**

**Caleb Ausbury**  
Academic Advisor

Does this look correct?

Date and Time  
Monday, March 23  
11:00 am - 11:30 am

Location  
Virtual Academic Advising

Reason for Visit  
General Advising Visit [Change](#)

If you want, tell us a little bit about what's going on so we can help  
I need help scheduling classes for 2020SU. Please call me at (269) 567-5311

Meeting Instructions  
Please include a valid phone number (in the description box to the right) that I can reach you at when making the appointment. I will call you at the designated appointment time.

[BACK](#) [CONFIRM](#)

9. After confirming, make sure to review the appointment to make sure the day and time is correct. Make any changes if necessary.

**Schedule Appointment**

I look forward to seeing you!

**Caleb Ausbury**  
Academic Advisor

Date and Time  
Monday, March 23  
11:00 am - 11:30 am

Location  
Virtual Academic Advising

Reason for Visit  
General Advising Visit

[Make a change to this appointment](#)

[Return to the main Services page](#)

[View all upcoming appointments](#)

Meeting Instructions  
Please include a valid phone number (in the description box to the right) that I can reach you at when making the appointment. I will call you at the designated appointment time.

Student Note  
I need help scheduling classes for 2020SU. Please call me at (269) 567-5311.

10. Click the Menu bar in the upper left corner, and within the Upcoming tab, you can view all upcoming appointments.

**Upcoming**

**Caleb Ausbury**  
Academic Advisor

Monday, March 23  
11:00 am - 11:30 am

Virtual Academic Advising

Please include a valid phone number (in the description box to the rig...)

# YOU'RE ALL DONE NOW!

If you experience any technical difficulties and question whether your appointment was successfully scheduled, please feel free to contact the Academic Advising front desk at **(269) 965-4124**. Someone there will be able to set you up with an appointment.