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

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.

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

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

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.