

Making Appointments

July 2022

Objectives

By the end of this session, you will be able to...

- Make appointments online with your Success Network connections

Key Points

- You can use Starfish to make appointments online, provided your Connections have enabled online scheduling.
- If online scheduling is not available, you can still contact professors, advisors, and other resources through email or phone calls.

How to Log In

Go to the Starfish URL:

<https://pierce.starfishsolutions.com/starfish-ops>

Use your WiFi/Papercut
(printing) login.

PIERCE COLLEGE 

Pierce College Students please enter your printing username and password. Pierce College Employees please enter your network username and password.

Sign in

How do I log in?

Pierce College Students

Students, your Pierce College Network ID is used for email, WiFi, and printing. Your login usually follows this formula:

Username

First Initial + Last Name + Last Four of Student ID #

Example: abrown6789

Your Login Credentials

User name: jgonzales6789

First Initial + Last Name + Last Four of Student ID

- *If you were admitted to Pierce prior to 4/30/20, then use your Legacy SID.*
- *If you were admitted to Pierce on or after 5/1/20, then use your ctclink ID.*

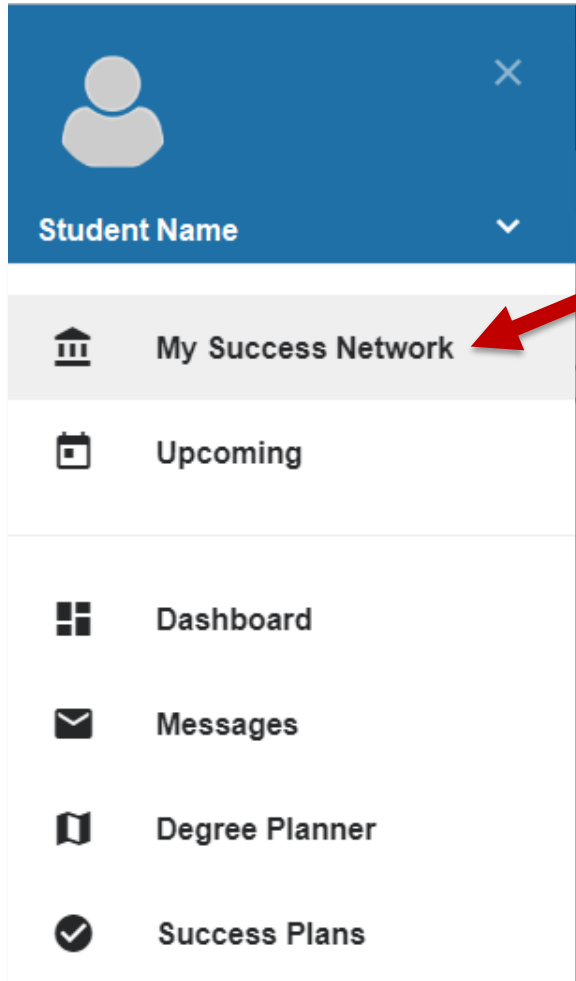
Password: PCD!19951108

PCD! + YYYY + MM + DD

This is the password for someone born November 8, 1995.

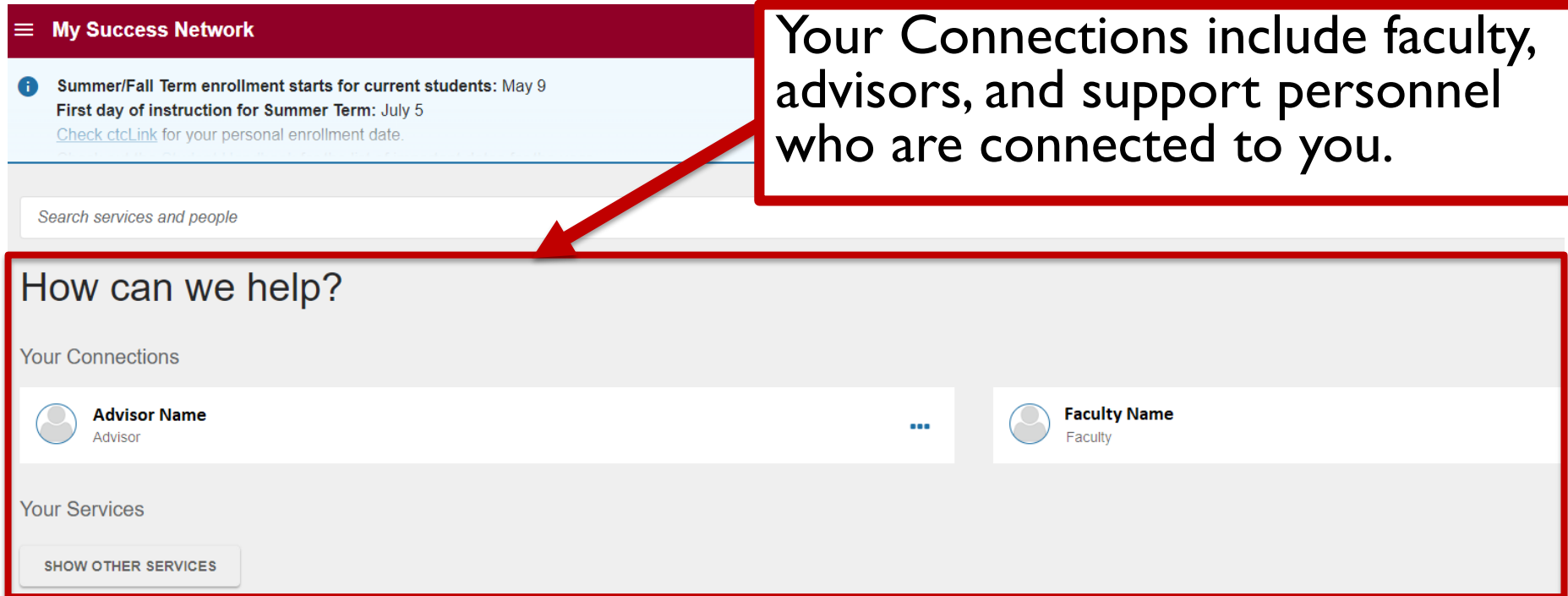
This is the same login that you use for campus WiFi and Papercut printing.

Your Success Network



Access your Success Network from the main menu, under your name.

Your Success Network



My Success Network

Summer/Fall Term enrollment starts for current students: May 9
First day of instruction for Summer Term: July 5
[Check ctclink](#) for your personal enrollment date.

Search services and people

How can we help?

Your Connections

Advisor Name
Advisor

Faculty Name
Faculty

Your Services

SHOW OTHER SERVICES

Your Connections include faculty, advisors, and support personnel who are connected to you.

You may notice your Connections change! This is normal.

My Success Network

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Search services and people

How can we help?

Your Connections



Advisor Name
Advisor



Faculty Name
Faculty

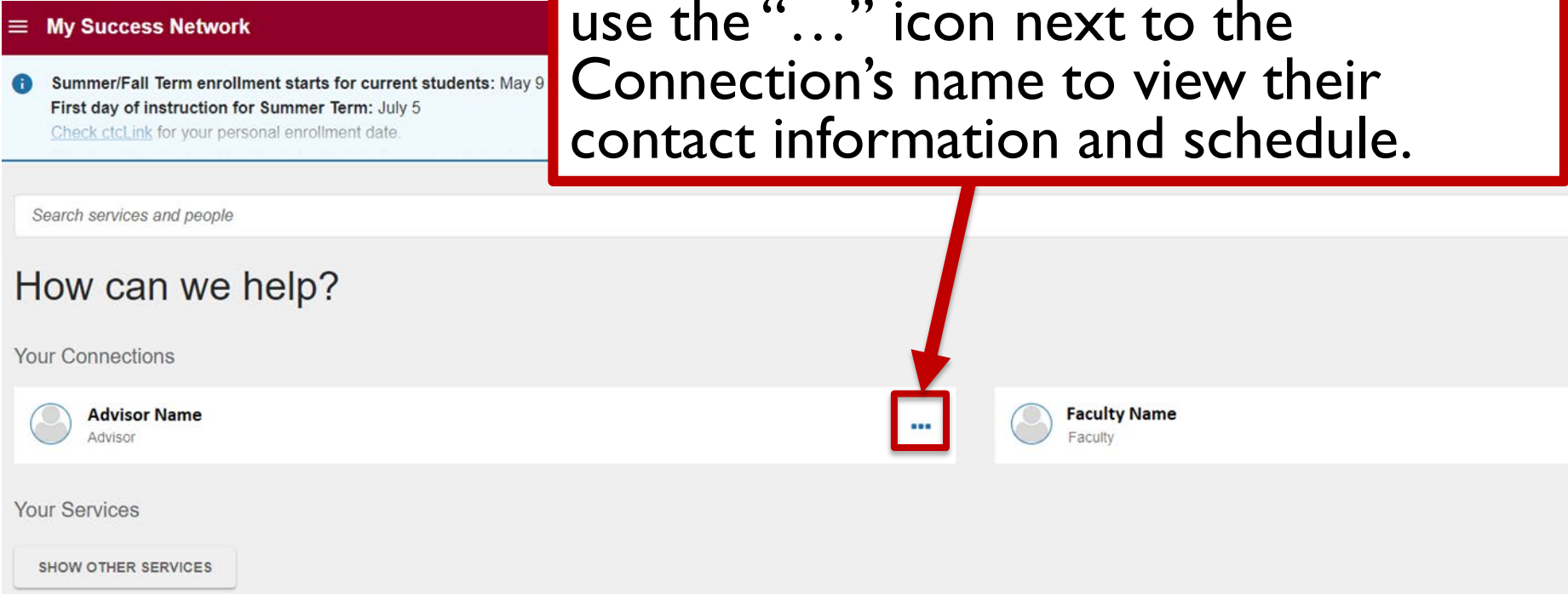
Your Services

SHOW

For example, your Connections always show your professors from the current term. Once you register for the next term, it will show those professors as well.

How to Make Appointments

From the “My Success Network” page, use the “...” icon next to the Connection’s name to view their contact information and schedule.



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Search services and people

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Your Connections

Advisor Name
Advisor

Faculty Name
Faculty

Your Services



SHOW OTHER SERVICES

☰ **My Success Network**

Search services and people

How can we

Your Connections

-  **Advisor Name**
Primary Advisor
-  **Professor Name**
Faculty

Schedule

Email

Call

View Profile

⋮

If Schedule appears as an option in the Connection's menu, it means that online appointment scheduling is available.

☰ My Success Network

Search services and people

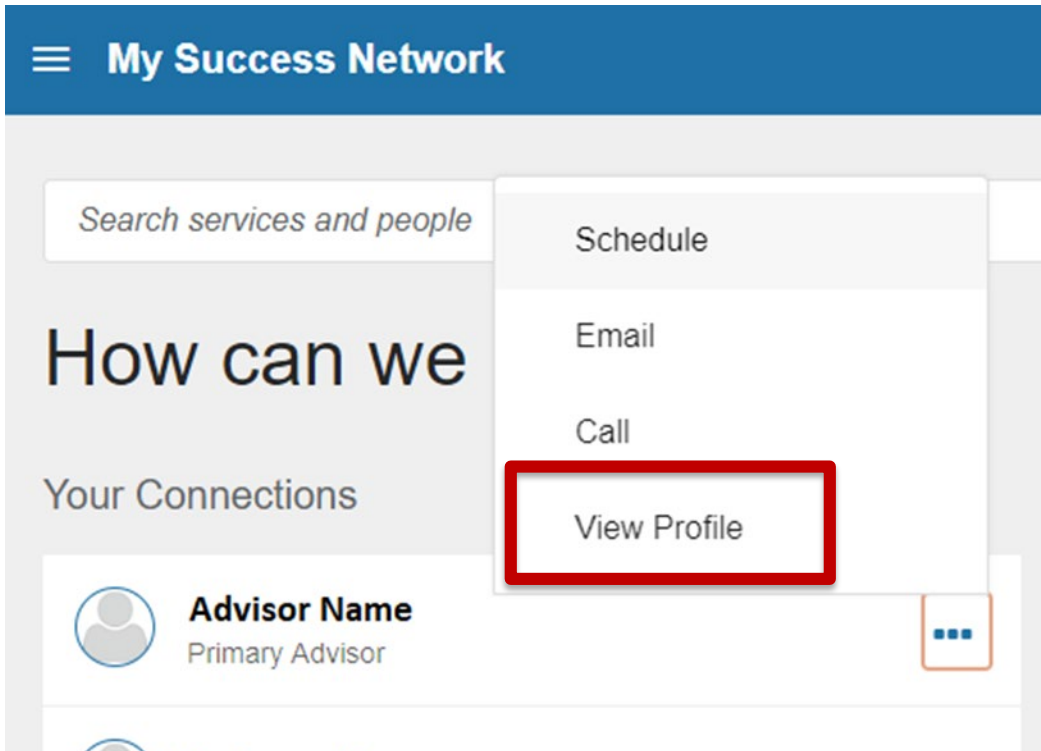
How can we

Your Connections

- Advisor Name
Primary Advisor
- Professor Name
Faculty

Schedule
Email
Call
View Profile

If Schedule is not an option in the Connection's menu, it means that your Connection has not enabled online scheduling.



My Success Network

Search services and people

How can we

Your Connections

Advisor Name
Primary Advisor

Schedule

Email

Call

View Profile

You can view your Connection's profile to see their contact information, or use the Email/Call options within the menu.

 Connection Profile

Professor Name

Faculty

[SCHEDULE APPOINTMENT](#)

Contact

[Send an email](#)[Call 253-555-_____](#)

This Week's Office Hours

In-Person Office Hours: Monday, Tuesday, & Thursday 12:00 - 3:00 PM *

Phone/Online Office Hours: Friday 5:00 - 6:30 PM

** Walk-ins available*

About

I teach Computer Science and have been doing so since 2010. I have a Master's in Computer Science from the University of Washington and a Bachelor's of Computer Engineering from Gonzaga. My main interests in computer science are machine learning, especially in computer vision.

You can often find me in my office on Monday, Tuesday, and Thursday afternoons. Please use Starfish to schedule an appointment with me if you have advising questions. If you are planning on talking about your ed plan, please bring a copy of your transcript.

Your Connection's profile will include their email address and phone number. It may also include their office hours and a biography.

 Connection Profile

Professor Name
Faculty

SCHEDULE APPOINTMENT

Contact

[Send an email](#)

[Call 253-555-](#)

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If your connection has created Office Hours, you can see the times they are available on their Profile page.

 Connection Profile

Professor Name

Faculty

SCHEDULE APPOINTMENT

Contact

[Send an email](#)

[Call 253-555-](#)



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If your connection has created Office Hours, then you can schedule an appointment with them by clicking the **Schedule Appointment** button on their profile.

× Schedule Appointment



Professor Name
Faculty

This Week's Walk-In Hours
In-Person Office Hours: Monday, Tuesday, & Thursday 12:00 - 3:00 PM

What do you need help with?

- Academic Success Plan - Probation ∨
- Complaint/Concern ∨
- Schedule Change ∨
- My Class
- Career Pathways
- General Advising
- Transfer Planning ∨
- Other topic not listed ∨
- Support Services/Resources ∨

To begin, select a reason for the appointment.

[CANCEL](#)

CONTINUE

× Schedule Appointment

What do you need help with?

Academic Success Plan - Probation

Complaint/Concern

Schedule Change

My Class

After you select a reason, you will be prompted to give a little more detail about what you need. Select the option that best fits you.

My Class - Concerned about my progress in class

My Class - Other

My Class - Questions about a grade

My Class - Questions about an assignment

My Class - Questions about a test

[CANCEL](#)

CONTINUE

What day and time works for you?

06-27-2019 → 06-29-2019

← June 2019 →

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Two red arrows point from the text boxes to the date range and the calendar grid.

Next, enter a range of dates to view available appointments.

Type in or select a start and end date to see appointments available between these dates.

Thursday, June 27

12:00 pm - 12:30 pm
FS - CAS 544

1:00 pm - 1:30 pm
FS - CAS 544

2:00 pm - 2:30 pm 30m
FS - CAS 544

2:30 pm - 3:00 pm 30m
FS - CAS 544

Friday, June 28

6 available

5:00 pm - 5:15 pm 15m
Multiple appointment locations

5:15 pm - 5:30 pm 15m
Multiple appointment locations

5:30 pm - 5:45 pm 15m
Multiple appointment locations

5:45 pm - 6:00 pm 15m
Multiple appointment locations

SHOW MORE TIMES

Pick a Time Slot. If there are more options available, you can click the “Show More Times” button to see them.

× Schedule Appointment



Professor Name
Faculty

Use the pre-confirmation screen to double-check your appointment details.

Does this look correct?

Date and Time
Friday, June 28
5:00 pm – 5:15 pm
[Change duration](#)

You can also use this page to change the length or location of your appointment, if available.

Location *

Choose a location ▼

❗ This field is required

If you want, tell us a little bit about what's going on so we can help

Meeting Instructions

These office hours are for a phone or online meeting. If you want to have an in-person meeting on campus, please schedule for Monday, Tuesday, or Thursday.

[BACK](#)

CONFIRM

Does this look correct?

Date and Time

Friday, June 28

5:00 pm – 5:15 pm

[Change duration](#)

If you see this “Change duration” link, then you can request a different appointment length.

Location *

 This field is required

Meeting Instructions

These office hours are for a phone or online meeting. If you want to have an in-person meeting on campus, please schedule for Monday, Tuesday, or Thursday.

× Schedule Appointment



Professor Name

Faculty

This Week's Walk-In Hours

In-Person Office Hours: Monday, Tuesday, & Thursday 12:00 - 3:00 PM

How long do you want to meet for?

15 minutes

30 minutes

If longer or shorter appointments are available, you can change your appointment length.

[CANCEL](#)

[SAVE](#)

Does this look correct?

Date and Time

Friday, June 28

5:00 pm – 5:15 pm

[Change duration](#)

Location *

Zoom Room ▼

Zoom Room

253-555-

If multiple locations are available, choose a location from the drop down menu. Otherwise the location will be automatically set for you.

These office hours are for a phone or online meeting. If you want to have an in-person meeting on campus, please schedule for Monday, Tuesday, or Thursday.

Does this look correct?

Date and Time

Friday, June 28

5:00 pm – 5:15 pm

[Change duration](#)

Location *

253-555-

Please call this number during the time of

**Check the Meeting Instructions
for specific information about how
to schedule your appointment!**

Meeting Instructions

These office hours are for a phone or online meeting. If you want to have an in-person meeting on campus, please schedule for Monday, Tuesday, or Thursday.

Does this look correct?

Date and Time

Tuesday, November 13

10:30 am – 10:45 am

Location

FS - CAS 322

This is the eLearning office in Cascade, across from the Lecture Hall.

If no other options are available, you will not see the option to change durations or locations – you're all set!

× Schedule Appointment



Professor Name
Faculty

This Week's Walk-In Hours

In-Person Office Hours: Monday, Tuesday, & Thursday 12:00 - 3:00 PM

Does this look correct?

Use the text entry box to add any helpful information or details about your appointment request.

Location *

253-555-

Please call this number during the time of your scheduled appointment.

Meeting Instructions

These office hours are for a phone or online meeting. If you want to have an in-person meeting on campus, please schedule for Monday, Tuesday, or Thursday.

[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

I want to talk about the AS1 assignment - I'm having trouble doing the redo questions and wanted to review them.

[BACK](#)

CONFIRM

× Schedule Appointment



Professor Name

Faculty

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Friday, June 28

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Course

[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

I want to talk about the AS1 assignment - I'm having trouble doing the redo questions and wanted to review them.

Double-check that everything looks good to you. When you're ready, click Confirm to schedule your appointment.

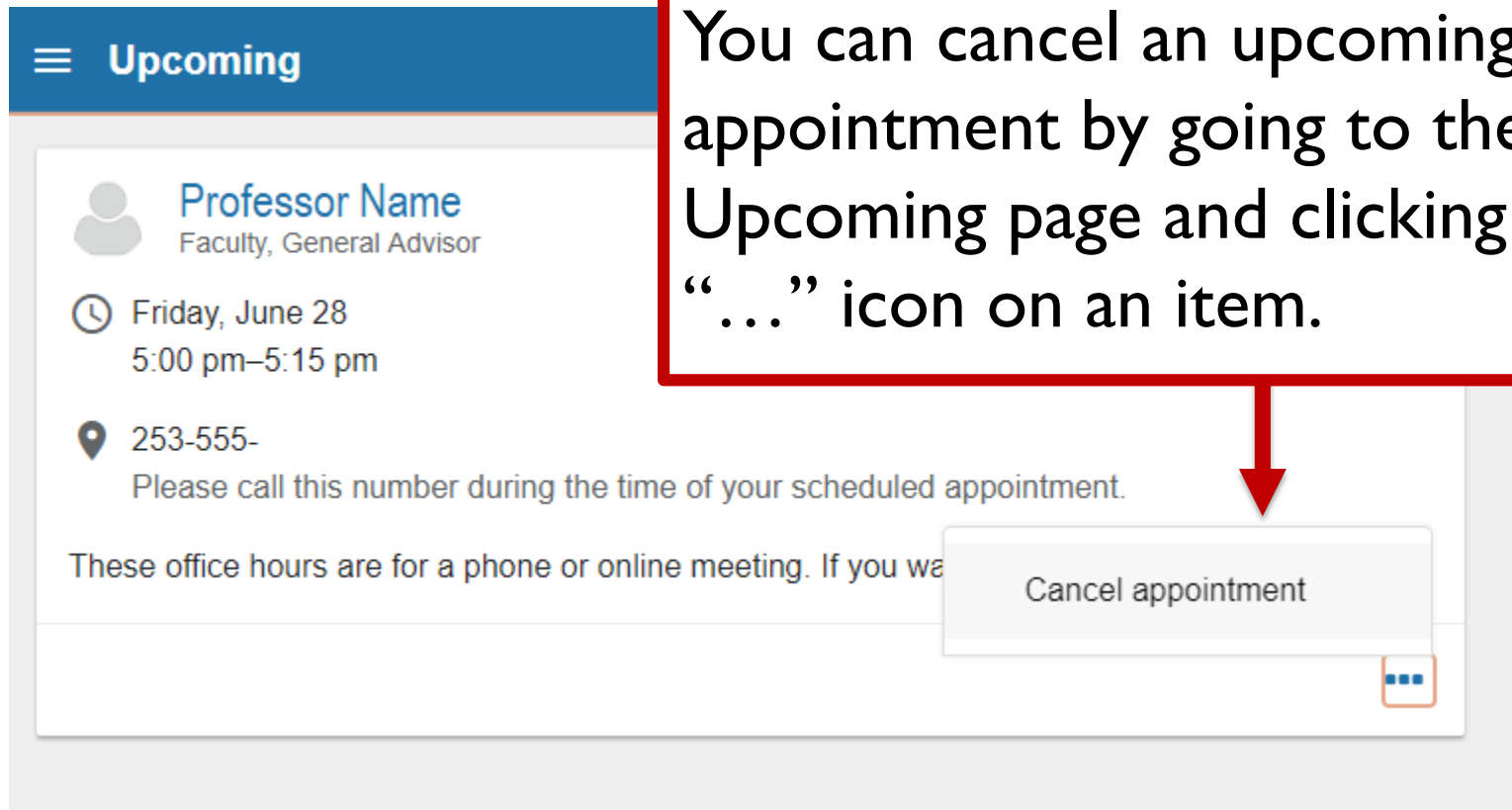
[BACK](#)

CONFIRM


That's it!


- You'll get a message confirming your appointment.
- You'll also be notified via email if your appointment changes or is canceled.
- Make sure that your email preferences and reminders are the way you want them to be. Check your profile for details.


How to Edit or Cancel an Appointment



☰ Upcoming

 **Professor Name**
Faculty, General Advisor

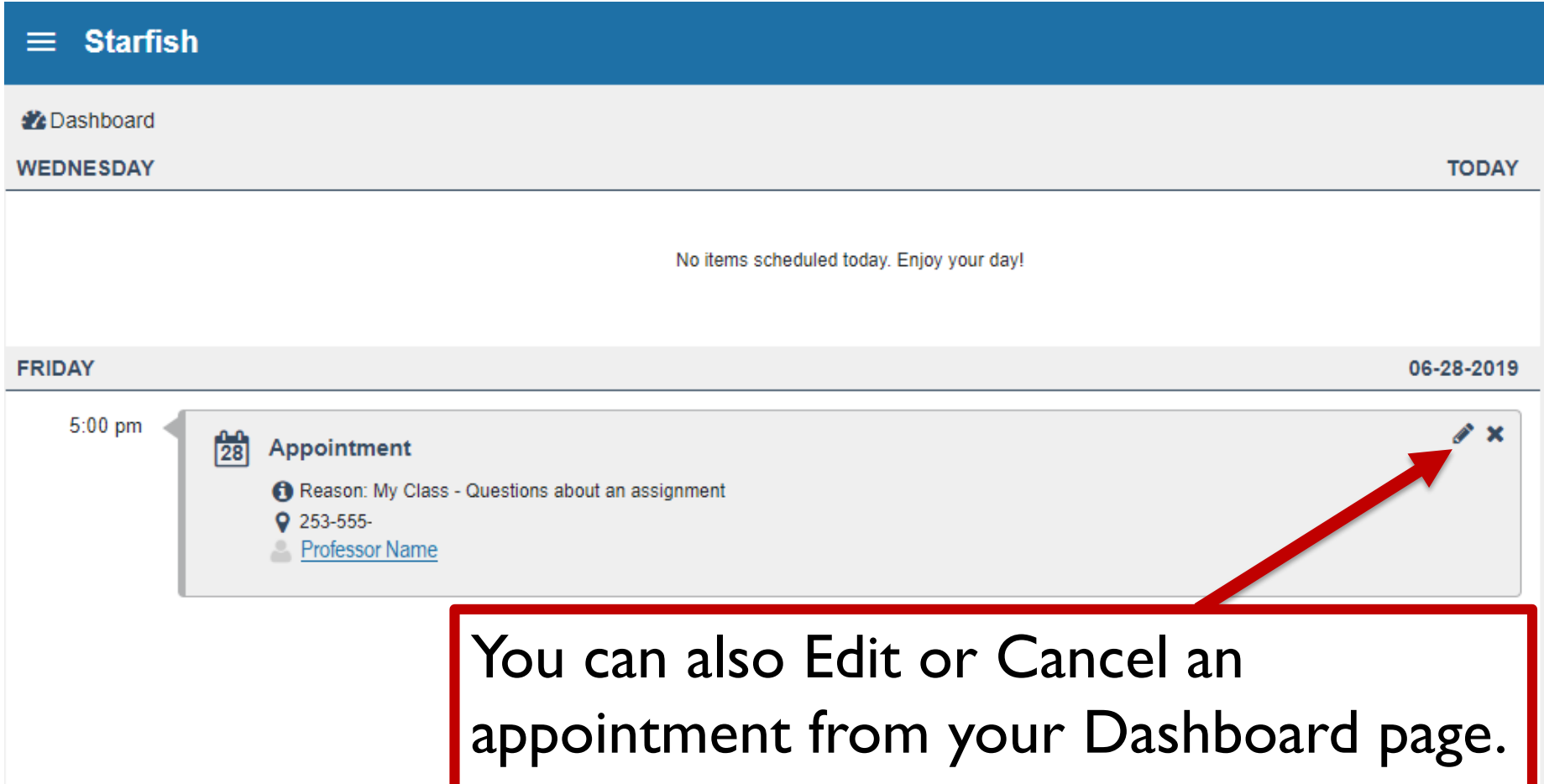
 Friday, June 28
5:00 pm–5:15 pm

 253-555-
Please call this number during the time of your scheduled appointment.

These office hours are for a phone or online meeting. If you wa

Cancel appointment

How to Edit or Cancel an Appointment



Starfish


Dashboard




WEDNESDAY TODAY



No items scheduled today. Enjoy your day!

FRIDAY 06-28-2019

5:00 pm

 Appointment

-  Reason: My Class - Questions about an assignment
-  253-555-
-  [Professor Name](#)

You can also Edit or Cancel an appointment from your Dashboard page. Click the pencil icon to Edit and click the “X” to Cancel.

Need help?

If you have questions or feedback about Starfish, please email StarfishTeam@pierce.ctc.edu.

Thanks!

Student Success Technology Specialist

StarfishTeam@pierce.ctc.edu