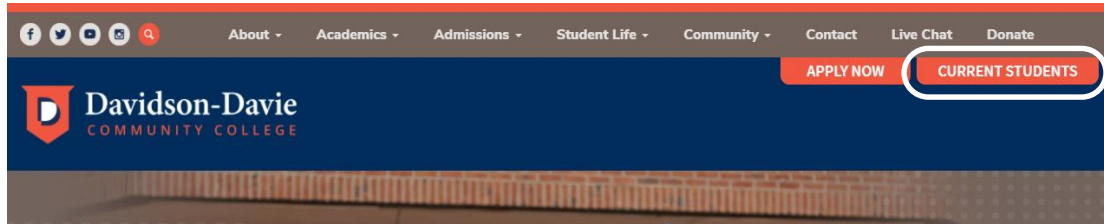
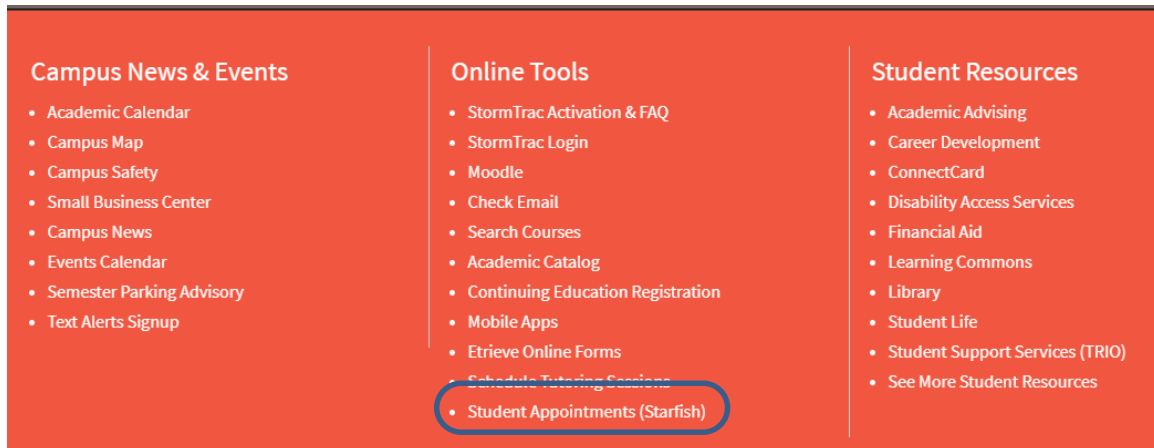


# How to Schedule an Appointment in Starfish

1. Go to the Davidson-Davie Community College's website, click on Current Students.



2. Click on the Student Appointments.



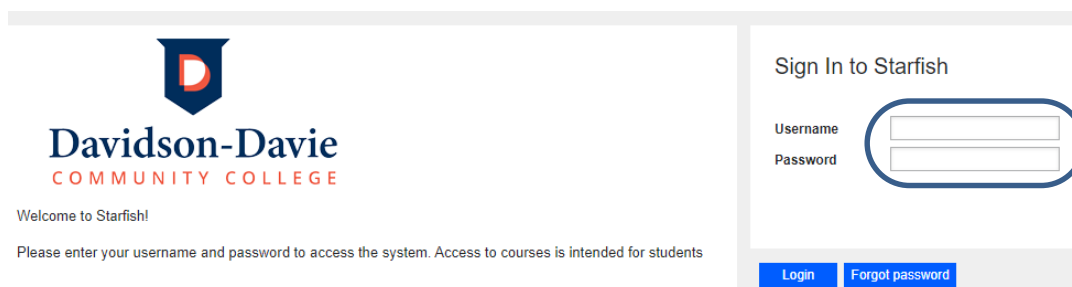
3. Sign in using your StormTrac login.

## **Making Appointments with Starfish**

Students can only make appointments with their assigned advisor. To schedule these appointments log into Starfish (<https://bit.ly/StarfishLogin>) or log into Moodle and go to the "My Success Network" tab to see who your advisor is and schedule an appointment

Many offices use Starfish as a method of scheduling appointments to meet with staff. If you are a current student, you can access Starfish when logged into your Moodle account and Starfish is listed on the right hand side of the screen. You also have the option of clicking the department links below to schedule appointments with a service directly.

- All appointments are made using Starfish.
- Log into your Student Portal. <https://bit.ly/StarfishLogin>
- On your "My Success Network Page" you will see "Your Services" OR Click one of the buttons below to go directly to your service.











4. Once you are signed in scroll down to “My Services and click on Advising. Find your Advisor’s name, click on the three dots on the right and choose “Schedule”

[JOIN WAITING ROOM](#)

Contact  
Call 336-249-8186 ext. 4705  
[Visit website](#)


Location  
Mendenhall Building, 2nd floor

Team Members

-  **Laura Brown**  
Advisement Center 
-  **Melissa Coleman**  
Academic Advisor/ Retention Specialist 
-  **Alyssa Dunlap**  
Academic Advisor, Engagement & Completion Coach 
-  **Brooklyn Edwards**  
Academic Advisor 

5. Click on the “Advising” drop down arrow, choose reason for visit and click the “Continue” button.

What do you need help with?

Advising 

- Advising for Next Semester
- Change Schedule/Add a Class
- Discuss Alert/Probation/Suspension
- Drop Class/Withdraw
- New Student Advising
- Orientation

[CANCEL](#) [CONTINUE](#)

6. Using the calendar, choose a date and time, then click the “Continue” button.

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

01-26-2021 → 02-16-2021 **Show:** All session types

← **January 2021** →

Su	Mo	Tu	We	Th	Fr	Sa
					1	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
31						

Wednesday, January 27 4 available

- 9:30 am - 10:00 am  
PHONE CALL 30m
- 11:00 am - 11:30 am  
PHONE CALL 30m
- 11:30 am - 12:00 pm  
PHONE CALL 30m

[BACK](#) [CONTINUE](#)

7. Make sure everything is correct and give a brief explanation, then click on the “Confirm” button.

Does this look correct?

Date and Time  
Wednesday, January 27  
9:30 am – 10:00 am

Location  
PHONE CALL  
Please make sure to list your preferred phone number in the details of your appointment.

Reason for Visit  
Advising for Next Semester [Change](#)

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

Meeting Instructions  
Please list your preferred phone number in the details of this appointment request. I will call you at the requested time. No face to face meetings during this scheduled time.

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