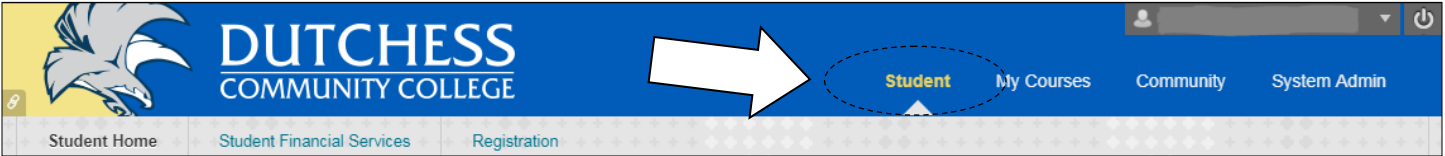


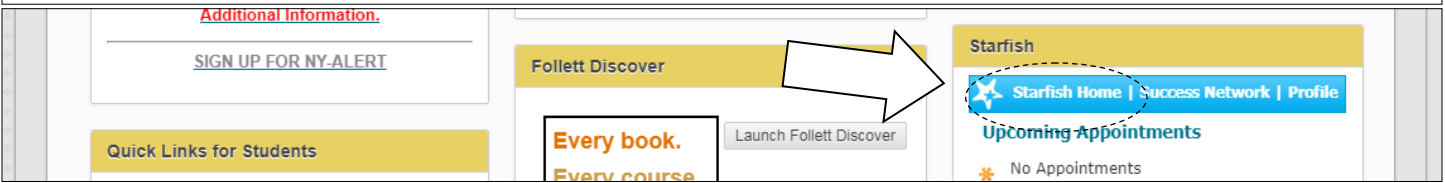
# HOW TO SCHEDULE APPOINTMENTS ON STARFISH

1. Log onto your MyDCC/Blackboard at my.sunydutchess.edu.

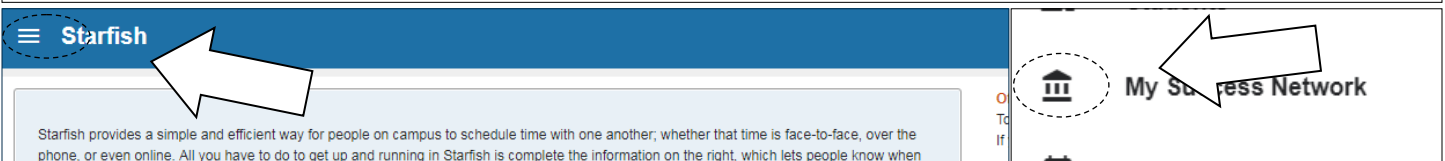
2. Make sure you're on the "Student" tab. You can get there by clicking the tab at the top-right of the screen.



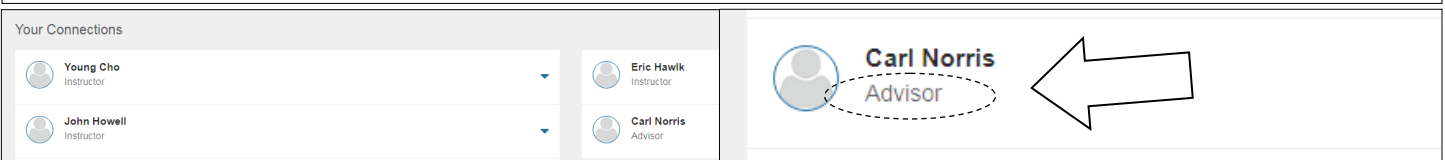
3. Click on "Starfish Home" which should be located on the lower right-hand



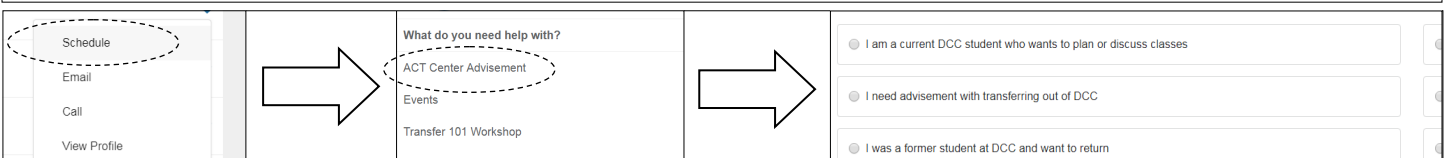
4. Click on the drop-down menu on the top left corner of the screen. Then, click on "My Success Network".



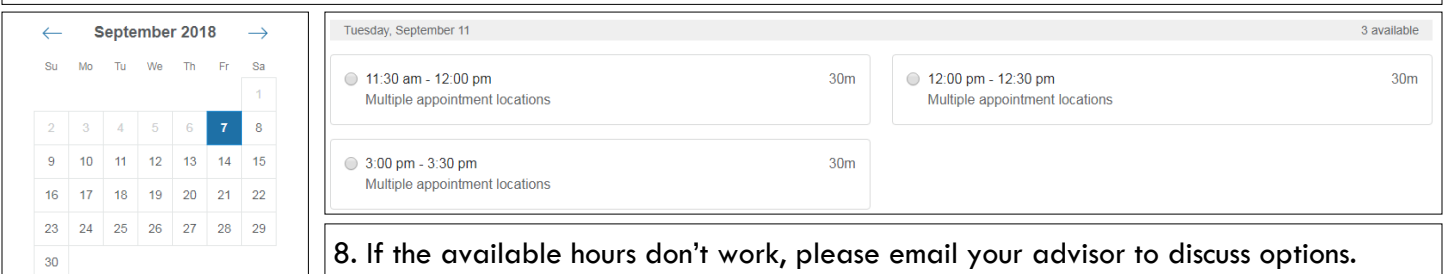
5. Scroll through your connections and locate your assigned advisor who should be listed as such. If no advisor is listed, speak to someone at the front desk or call 845-431-8600.



6. Click on your advisor's name and select "Schedule". Then, select ACT Center Advisement and hit continue. You should then select the option that best indicates the purpose of the meeting.



7. Now you should be able to look through your advisor's calendar to select a date and time that would work best for you. Please set a reminder for yourself for the day of the appointment.



8. If the available hours don't work, please email your advisor to discuss options.