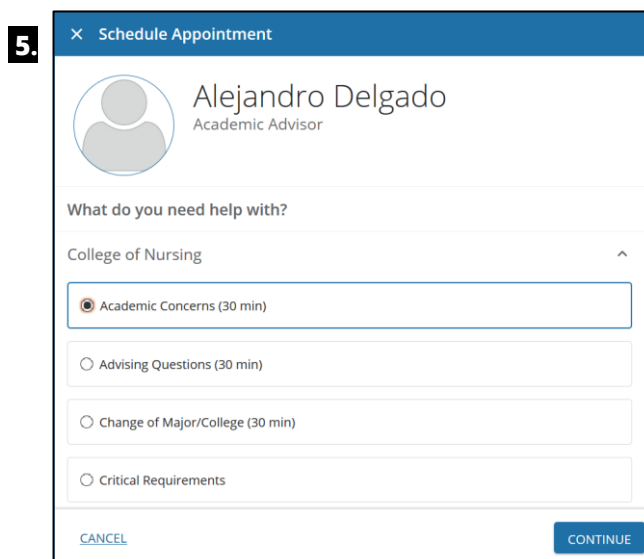
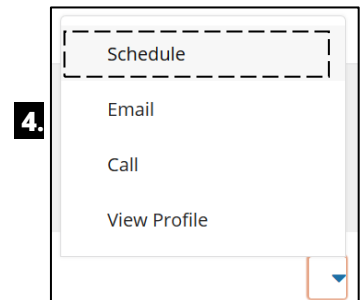
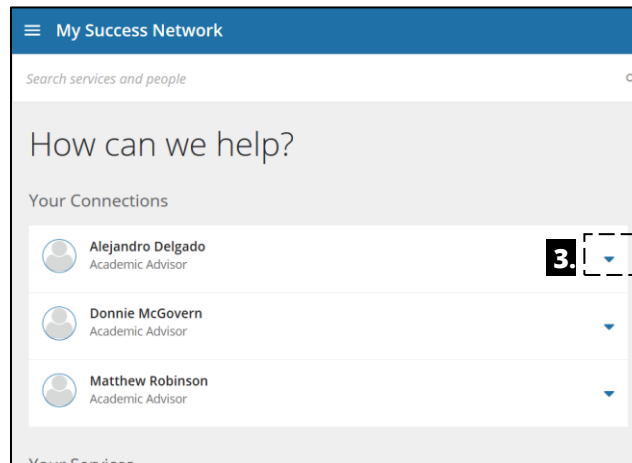
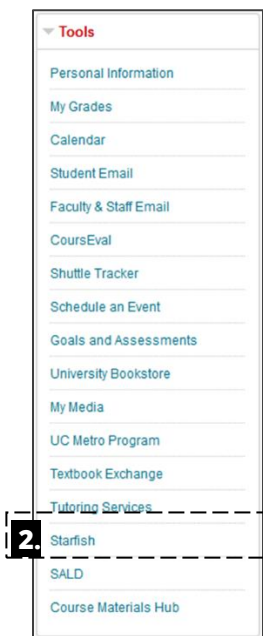



Student Guide: How to Schedule an Appointment

1. Go to **canopy.uc.edu** and log-in with your UC username and password.
2. Under **Tools** on the left-side of the page, click **Starfish**.
3. Choose the appropriate individual you would like to make an appointment with and select the arrow next to his or her name.
4. Select **Schedule**. If the Schedule option does not appear, then this individual does not utilize Starfish for online Scheduling.
5. Select the down arrow next to your appointment type and select the reason for your appointment. Once you have your reason selected, click **Continue**. Note- appointment types and reasons will be determined by the individual that you are scheduling with so options will vary.



- Choose an available time that works for you and click **Continue**. At any point you can change the dates selected to show a wider range. If you are seeing no available appointments, continue to look in the future.

× Schedule Appointment

 Alejandro Delgado
Academic Advisor

What day and time works for you?

08-30-2018 → 09-05-2018

Show group meetings

Thursday, August 30 8 available

8:00 am - 8:30 am 30m
Test Location 1


8:30 am - 9:00 am 30m
Test Location 1

9:00 am - 9:30 am 30m

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

- Review details for accuracy. You will want to put a more detailed description of why you are making an appointment in the text box provided. Once Complete, select **Confirm**.

× Schedule Appointment

 Alejandro Delgado
Academic Advisor

Does this look correct?

Date and Time
Thursday, August 30
8:00 am - 8:30 am

Location
Test Location 1

Reason for Visit
Academic Concerns (30 min) [Change](#)

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

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

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