

## How to Schedule an Appointment with a Counselor Through Zoom

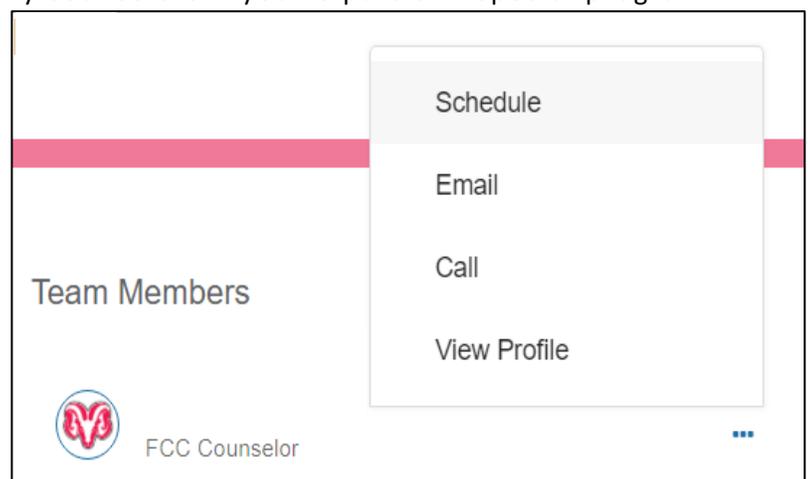
### ❖ Option One: Schedule an appointment with any counselor part of a service

- From your Success Network, scroll down to Your Services, then choose Schedule on the service you'd like to meet with (you may have more than one to select from if you have more than one major on file)
- Choose your reason for seeing a counselor
  - **General Questions:**
    - Change your major, 3<sup>RD</sup> repeat petition, adding an additional course, general advising questions
  - **Student Educational Plan (SEP)/Program Completion Review:**
    - Create a comprehensive semester by semester plan, update your SEP, review external transcripts, course substitutions
  - **Probation Counseling:**
    - Discuss probation status, be readmitted to the college after being dismissed, approval of units due to probation status
- Find the day/time/counselor you'd like to see
  - Tip: Starfish will show only two days out. Click on the calendar to look further in the future. Currently we are scheduling two weeks at a time in the FCC Counseling Department.



### ❖ Option Two: Schedule an appointment with a specific person

- From your Success Network, under Your Connections, you will see your primary counselors if you have them. You will have primary counselors if you're part of a special program.
- If you know who you're looking for and don't see them right away, use the search bar on top and search the counselor by name.
- You can see a list of counselors in each service by clicking the blue title of the service.
- Click on the three dots and choose schedule.
- Choose one of the appointment types listed for your counselor, then choose your reason for seeing a counselor.



**\*\* Important Note:** Once you have made the appointment be sure to check your school email, a confirmation email will be sent providing further instructions on attending your Zoom appointment.

Go to: [www.Fresnocitycollege.edu/Starfish](http://www.Fresnocitycollege.edu/Starfish) for more information

**Tip: If you're looking for a same day appointment call the FCC Counseling Department (559) 442-8226.**