How to schedule a DSP&S counseling appointment through Starfish

1. Go to the Fresno City College DSP&S webpage. If the previous link does not work, paste the following address into your web browser: https://www.fresnocitycollege.edu/student-services/disabled-students-program-and-services/index.html

2. Under Counseling Appointment, click on “online appointment” to access Starfish.

3. Sign in to My Portal. Select “Student” as the role to login under.

4. Once you’re signed in to Starfish, you’ll see the FCC DSPS Counseling page. Click on your counselor’s name to begin scheduling your appointment. If you do not know who your counselor is, you can call the DSP&S office at (559) 442-8237.
5. Once you click on your counselor’s name, you’ll be taken to their profile page that displays their office hours and/or a short biography about them. From this page, click on “Schedule Appointment” located on the left of the page.

6. To begin scheduling, please select a reason for your appointment. You may need to click the carrot on the far right to display the appointment options.

7. Select a day and time for your appointment. You can select different days on the calendar to see your counselor’s availability.

8. Choose a location for your appointment. If you have Zoom capabilities, the counselors prefer to conduct appointments over Zoom to better relay information to their students.
9. Type out a **brief** description of why you’re scheduling the appointment. Please also include a good email and phone number to reach you at in case our office needs to contact you.

   **Reason for Visit**
   General Counseling Questions (30 Minutes)  
   Change

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

   I have a question about my classes for next semester.
   JSmith1@my.scccd.edu
   (559) 555-0122

10. Click the “Confirm” button on the bottom right of the page to schedule your appointment.