



COLLEGE *of* HEALTH
& HUMAN SERVICES

Student Success Center FOR UNDERGRADUATE STUDENTS

The Student Success Advisors are piloting a new online system for appointment scheduling, called Starfish. Please see the instructions below on how to schedule an appointment.

To Login:

1. Go to the [UNCW Starfish Website](#)
 - a. We recommend using Chrome or Firefox browsers to access Starfish.
2. Click “Login to Starfish”
 - a. If you have trouble or get an error, [clear your browsing history and cache](#)
 - b. Or open an [Incognito Window](#) and try again.
3. Enter your personal UNCW credentials and you will be redirected to Starfish

To Schedule an appointment:

1. From the “My Success Network,” click the 3 dots beside the name of the person you want to schedule an appointment with, then select “Schedule.”
 - a. If the person you wish to schedule with is not listed, you can look up their name in the search bar.
2. Select the type of appointment you want to schedule and choose a reason from the list.
3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from that list.
4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.
5. Click “Confirm” to finish scheduling appointment. You will receive an email with appointment details and the appointment will be listed on the “Upcoming” tab.

