# USING STARFISH CONNECT TO SCHEDULE AN ACADEMIC COUNSELING APPOINTMENT

NOTE : If you are part of a college program such as **Athletics, CalWORKs, CARE, EAC/DSPS, EOPS, TRIO SSS, Veterans, etc.**, please connect with your program counselor**.**
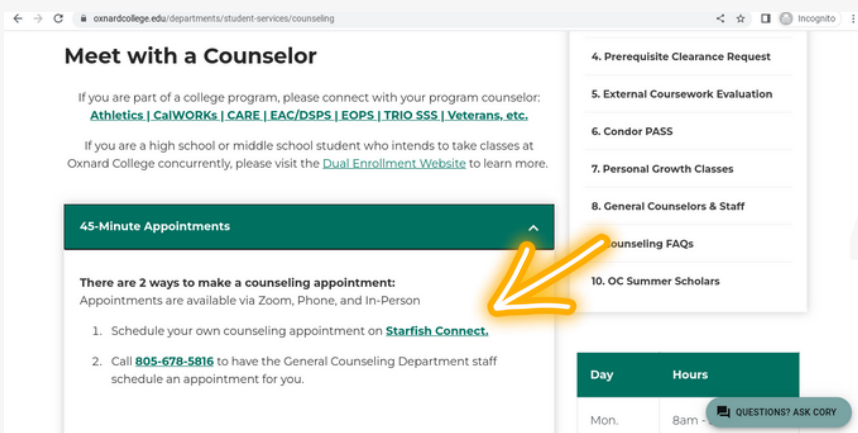
There are three ways to make an appointment with one of our general academic counselors-

1) Via Phone Call:
Call OC Academic Counseling to make an appointment: (805)678-5816. Please have your #900 ready!

2) Via Oxnard College Website Starfish:
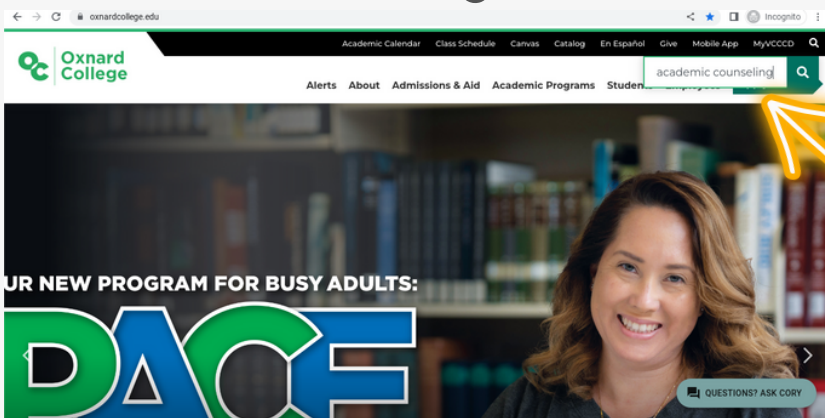
1) Visit **oxnardcollege.edu** and click on the search bar in the upper right hand corner. Type in "Academic Counseling"

2) Once you reach the academic counseling page, scroll down. Under the **"45-Minute Appointments"** dropdown, click on the highlighted **"Starfish Connect"**
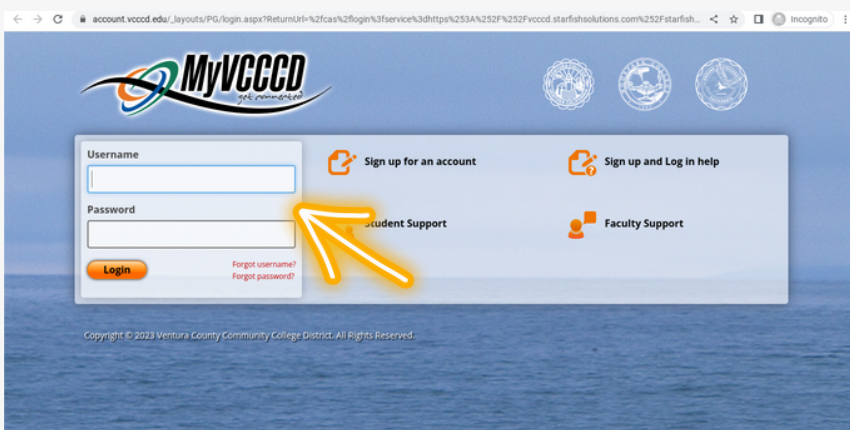
3) From there, you'll be taken to Starfish Connect, but first you'll have to sign in using your student login

4) Once you're signed in, select the box that best fits your situation. To make an **Ed plan**, select "OC Counseling> Academic Advisement (Ed Plan/Schedule/Progress Check)". Once you have selected your choice, click on the "**continue**" box in the lower right hand corner.

5) Select what day/time works for you.

6) Once you choose a time, make sure everything looks correct. On this page, you'll be able to switch the location. You have the option of switching between an **in-person** appointment or over **zoom**.

You may also leave any additional comments if you wish to.

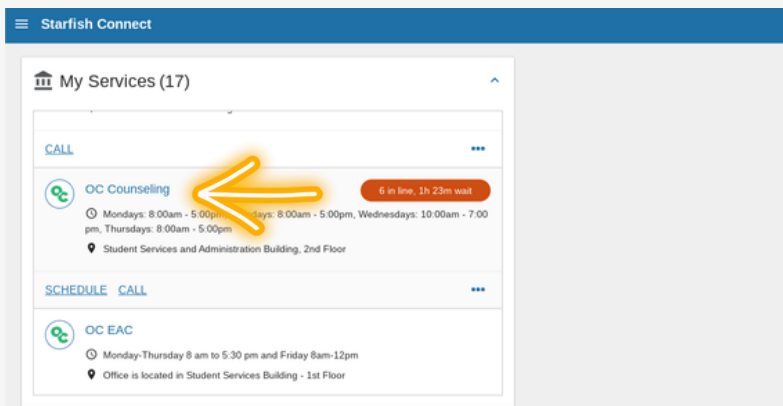7) Once finished, select the "**confirm**" button to book your appointment. You will receive a confirmation email with the details regarding your appointment.
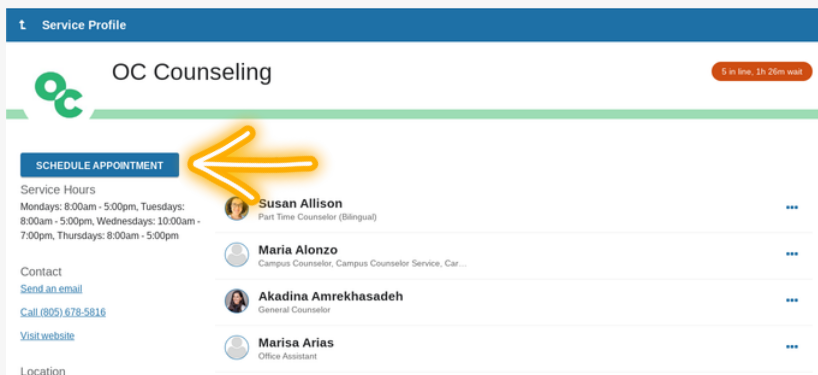
You are finished!

3) Via MyVCCCD Portal:
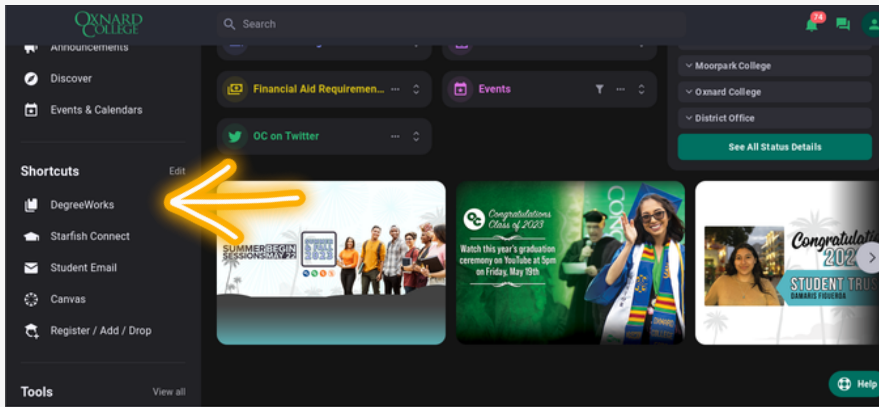
1) Log into your **MyVCCCD** portal. Scroll to the left side of the page and select the **"Starfish Connect"** option.

2) You will be directed to the **"Starfish Connect"** page. Note the section on the right labeled **"My Services"** and scroll down to select the **"OC Counseling"** option.

3) Once on the OC Counseling page, select the blue **"Schedule Appointment"** box to the left of the screen.
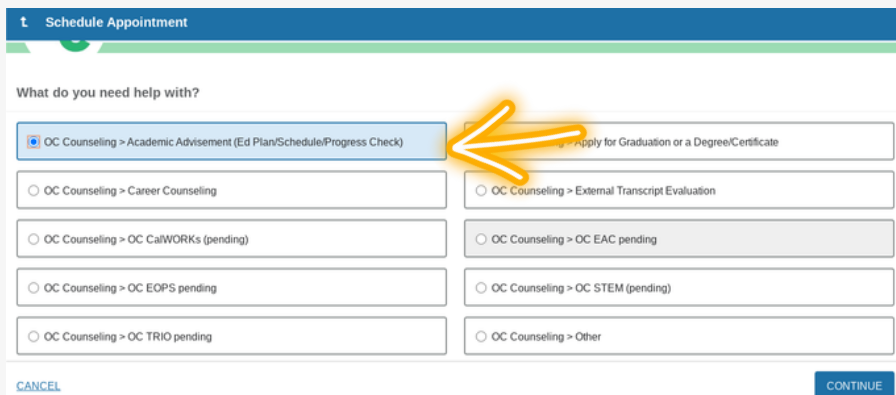
4) You will be directed to a page that contains the various types of counseling offered at Oxnard College. Select the box that states **"OC > Academic Advisement (Ed Plan/Schedule/Progress Check)"**, then click on the blue **"continue"** box on the lower left corner.

4) Using the **calendar**, select the preferred date and time. <u>Availability may vary.</u> Different Counselor options will be viewable as you select dates.

5) Once date, time, and counselor are selected, click on the **"Location"** option. You may choose to meet via <u>phone, Zoom Live-Meeting, or in-person</u>

6) (Optional) Add any additional information you would like your counselor to know using the text box.
Once finished, select the **confirm** button. You will receive a confirmation email with the details regarding your appointment.

You are finished!