Student Guide to Scheduling Appointments From Starfish

*Starfish is what BC uses to connect students to faculty office hours. This may include not only instructors but counselors and advisors as well.*

1. Log into InsideBC.
2. Once logged into InsideBC click on tools and select Starfish.

   *For privacy reasons some information is blacked out or “test” accounts are used.*

3. Notice “Your connections” will list all of your instructors as well as counselors and advisors available to you.

   (*Note: all instructors do not use Starfish for office hours. See your syllabus for more information on how to contact your instructor*).

4. Click on the three dots next to the name of the person you would like to schedule with.

5. Click on the appointment type displayed. These will change depending on the role of the person you would like to schedule with (e.g. Instructor or Counselor).

6. Select one option and click “Continue”.

Updated: 3.17.2020 (GC)
7. Notice the walk-in hours listed at the top of the screen. You cannot schedule an appointment during a walk-in hour. *Typically you would just show up however pay attention to campus closure announcements.

8. Notice options available:
   a. Select the date to change the range.
   b. Select the session type to look for group sessions.

9. Select a time and click “Continue”.

10. Add comments and click “Confirm”.

11. Look for the confirmation at the top of the page.
   a. If you notice something is not correct you can make changes directly from this screen.

Updated: 3.17.2020 (GC)
12. If you need to make changes later you will need to go to your upcoming events. From your home screen select the menu icon in the top left corner.

13. Select “Upcoming”.

14. All upcoming events will display. Select the 3 dots in the right hand corner of the event to cancel.

15. Insert comments to help them understand why you are cancelling: