



Starfish | Connect

Students – How to schedule an appointment

Option One: Schedule an appointment through a service

- From your Success Network, choose “SCHEDULE” on the service you’d like to meet with.
- If you do not see the service for the program that you want to meet with, search in Other Services
- Choose your reason for scheduling the appointment. Each reason is associated with a specific timeframe. The following are common reasons used across many appointment types:

- **Comprehensive Student Education Plan (SEP)/Program**

Completion Review (60min): Use this reason to create or update a student education plan through completion of your program or to review your plan in preparation for applying for graduation or transfer. If you are needing a student education plan for a petition or appeal, please use the Petition/Appeal Assistance reason. It is important to let your counselor know if you will be using a student education plan for any type of petition or appeal.

- **First Semester Advising/One Term Student Education Plan**

(30min): Use this reason to prepare for your first semester in college (i.e. high school seniors or new students) or to complete a one semester student education plan in preparation for registering.

- **Pathway/Major/Career Information (30min):** Use this reason when you want help with information and resources about majors and careers within one of the Reedley College Pathways.

- **Petition/Appeal Assistance (60min):** Use this reason when you need assistance with completing a petition or appeal (which may include creating or updating a student education plan). It’s important to let your counselor know if you will be using a student education plan for any type of petition or appeal. Additional follow up after the appointment may be needed depending on the specific petition and situation.

- **Probation Counseling (60min):** Use this reason to meet with a counselor to complete probation related counseling such as a retention contract or other paperwork related to A2/P2/CPBP or disqualification academic standings. Additional follow up after the appointment may be needed depending on the specific academic standing and situation.

- **Quick Counseling Questions (30min):** Use this reason for other needs not described in other reasons. This could include things like help with understanding a college process, clearing a prerequisite, registration assistance or assistance applying for graduation. Many quick questions can also be addressed through Drop In Counseling—consider using this resource before scheduling an appointment

- Find the day/time/counselor you want to see.

Tip: Starfish will only show you the current day and next two days. Click on the calendar to look further in the future. Each program determines how far out students are able to schedule. If you have questions, contact the program you are interested in scheduling with.

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 are part of a program that connects you to a specific counselor.
- If you know who you are looking for and do not see them right away, use the search bar on top and search for them by name.
- You can see a list of counselors in each service by clicking the title of the service.
- Click the three dots next to the person you want to schedule with and choose schedule.
- Choose one of the appointment types listed, then choose from the reasons.
- Find the day/time that works for you.

Reedley College General Counseling

The Reedley College Counseling Department is here to ensure all students have access to meet with a counselor at Reedley College. Starting Fall 2020, we will be offering counseling by Pathways and will be encouraging students to meet with their Pathway counselor for academic counseling needs. We encourage students who are participating in one of our support programs that provides counseling services to meet with their special program...

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Go to [our Starfish for Students Resource page at www.reedleycollege.edu/Starfish](http://www.reedleycollege.edu/Starfish) for more information
For assistance scheduling an appointment, contact the Reedley College Counseling Department
by phone at (559) 494-3037 or email at counseling@reedleycollege.edu