

Logging into Starfish

From the UNC Charlotte homepage, go to “My UNC Charlotte” to login.

Enter your Niner Net username and password credentials.

The my.uncc.edu portal will come up. Click on the Starfish link and then click on the word Starfish.



Alternative Login Method

Go to <http://starfish.uncc.edu/> click on the word Starfish and enter your Niner Net username and password credentials.

Starfish Student Dashboard

New user display:

- **Make an Appointment** (Recommend **Customize Your Profile** prior to making appointment)
- **Customize Your Profile** (Upload a photo for advisors/instructors to connect with you better)
- **Visit the Success Network** to view your list of assigned advisors and instructors

Welcome to Starfish,

Your success is our number one priority. But, did you know that one of the best ways for you to be successful in school is to spend time with your instructors and advisors? Believe it or not, they really are here to help you - whether to understand your course material, decide which major you should pursue, or deal with a personal concern.

We want to make it as easy as possible for you to connect with the people and resources on campus that can help.

With Starfish, you have a convenient way to schedule the dedicated time you need with your instructors and advisors. You can also use it to learn more about your instructors and advisors, finding common interests and backgrounds. In addition, you can search your personal Success Network of resources and services that are available on campus to you.

Let's get started. Click on one of the buttons below.

Your account does not have a timezone set. Please set your timezone by [editing your profile](#).

Make an Appointment	Customize Your Profile	Visit the Success Network
<p>Many of your instructors and advisors have dedicated times to meet with students. Make an appointment online at a time that works best for you.</p> <p style="text-align: center;">Schedule a Meeting</p>	<p>Stand out. Make yourself known. Help your instructors and advisors put "a face to a name" by uploading your photo. You can also complete your personal bio.</p> <p style="text-align: center;">Upload a Photo</p>	<p>We have a lot of resources here to help you be successful. The Success Network puts them in one convenient place for you, so dig in and get the support you need.</p> <p style="text-align: center;">Search for Services</p>

Show me this welcome page next time I login to Starfish. [Close](#)

Home Tab/Dashboard page display:

- **Dashboard** (Upcoming appointments, indicators for messages sent by advisors/instructors)
- **My Success Network** (List of assigned advisors and instructors to contact or access their calendar to schedule appointments)
- **Courses** (Registered courses for the current semester, with instructor contact information, and link to tutoring if offered for the course)
- **Plans** (Success Plans if raised by an academic advisor)

Services tab display:

- Catalog list of the most utilized student support services on campus with links to their websites (Click on the arrows at the bottom to review additional catalog services)

Home
Services

Services Search

Advising

UNC Charlotte is committed to quality academic advising for all students. Furthermore, we support student success and assist students with timely progress toward degree. Our mission is to help students to achieve their educational and lifelong learning goals through an interactive and educational partnership.

<http://advising.uncc.edu/>

University Career Center

Our mission is to provide a comprehensive approach to **career preparation** and development with experiential learning as a key component resulting in enhanced and engaged academic career experiences for students.

Visit 'My Success Network' to schedule an appointment with your assigned career center coach

☎ 704-687-0795
✉ career@uncc.edu
🕒 Monday - Friday, 8:00 AM - 5:00 PM
📍 Atkins 150 (next to Atkins Library)
🌐 <https://career.uncc.edu/>

🏠 [Waiting Room](#)

There are no students in the waiting room.

Counseling Center

The UNC Charlotte Counseling Center offers individual, group, and couples counseling to enrolled students. Consultation for students who are concerned about a fellow student is available. Counseling provides an opportunity for individuals to learn to make better decisions, improve personal skills, develop increased confidence, and overcome blocks to personal effectiveness. Counseling, students may address issues of relationships, personal development, or specific psychological problems such as anxiety, depression, substance use, eating issues, or adjustment. Students may make an appointment by phone or in person. Detailed information can be found by clicking on the link to our website.

☎ 704-687-0311
✉ counselingcenter@uncc.edu
🕒 Office hours are 8:00 AM to 5:00 PM Monday through Friday. Evening hours are available by appointment.
📍 Atkins 158 Bldg
🌐 <http://counselingcenter.uncc.edu/>

Dean of Students Office

Student Assistance and Support Services (SASS) unit staff seek to help students experiencing a broad range of issues, concerns or challenges interfering with a student's ability to succeed academically and personally at UNC Charlotte; provide support and guidance to faculty and staff with concerns for a student; and guidance and support to parents and family members on behalf of their students.

☎ 704-687-0345

How to Schedule an Appointment with an Advisor/Instructor

From the **Home** tab Select **My Success Network** to see a list of current and former advisors and instructors:

The screenshot shows the 'My Success Network' page. On the left sidebar, there are navigation options: Home, Services, Dashboard, My Success Network (highlighted with a yellow arrow), Courses, Plans, and History. The main content area displays a list of advisors and instructors:

- CLAS Advising Center**: 704-687-0066, <http://clas.uncc.edu/students/advising-center>, [Schedule Appointment](#) (9am-4pm)
- Career Center**: 704-687-0795, career@uncc.edu, <https://career.uncc.edu/>, Monday - Friday, 8:00 AM - 5:00 PM
- Nishi Bryska**, Instructor: 704-687-8679, nsbryska@uncc.edu, [Schedule Appointment](#)
- Melanie Harris**, Instructor: 704-687-8505, MelanieHarris@uncc.edu, [Schedule Appointment](#)
- Norm the Niner**, Major Advisor: 704-687-4949, NormNiner@uncc.edu, [Schedule Appointment](#)
- Sharon Thorpe**, Career Center Coach: 704-687-2231, skthorpe@uncc.edu, [Schedule Appointment](#)

You may filter the list to show current term Advisors and Instructors (upper right corner):

The screenshot shows a filter dropdown menu with the following options:

- Show people in this term (highlighted with a yellow arrow)
- Show all
- Show people
- Show people in this term
- Show people from prior terms
- Show people from courses

Click on Schedule Appointment:

The screenshot shows a close-up of the 'Norm the Niner' advisor profile. The profile includes a photo of Norm the Niner, his name 'Norm the Niner', title 'Major Advisor', phone number '704-687-4949', email address 'NormNiner@uncc.edu', and a 'Schedule Appointment' button. A yellow arrow points to the 'Schedule Appointment' button.

Dates in **bold** on the calendar on the left are dates in which there are spaces available:

The screenshot shows a web interface with a navigation bar containing 'Home' and 'Services'. Below it is a calendar for May 2016. The calendar grid shows days of the week (S, M, T, W, T, F, S) and dates. Dates 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 are in bold. A 'Today' button is at the bottom of the calendar. To the right of the calendar is a time slot selection interface. Time slots range from 8:00 am to 1:00 pm in 15-minute increments. Each slot has a '+ Sign Up' button, except for the 12:00 pm slot which is marked 'Time slot taken'. A yellow arrow points to the '+ Sign Up' button for the 9:30 am slot.

Click on a date in bold that you would like to have an appointment. Once you have chosen the date, click on the green plus sign beside the time that you would like to have your appointment to **Sign Up**.

You will see confirmation of the date/time you selected. Choose a reason if required and explain what you hope to accomplish and click **Submit**.

The screenshot shows the 'Add Appointment' form. At the top, there are 'Never Mind' and 'Submit' buttons. The form fields are: 'With' (Norm the Niner), 'Reason' (Advising), 'Course' (No Course), 'When' (9:30 am on May 12, 2016), 'Duration' (30 minutes), and 'Where' (CHHS 103). Below these fields is a text area for 'Explain in detail what you are looking to accomplish in this appointment.' At the bottom of the form, there are 'Never Mind' and 'Submit' buttons. A yellow arrow points to the 'Submit' button.

Frequently Asked Questions

1. What if Starfish is not allowing me to schedule an appointment?

Contact your advisor the old-fashioned way: Call or Email.

3. How do I know that my appointment has been scheduled?

You will receive an appointment confirmation email.

4. What if I cannot make any of the appointment times offered?

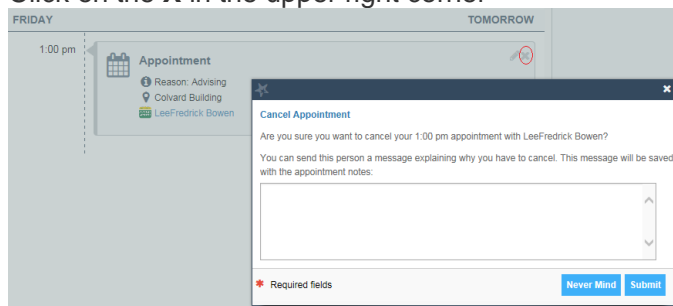
Email your advisor to request an appointment outside of scheduled availability.

5. What if I don't see any availability for my advisor?

You may have to search further out for times/dates of available appointments or you can contact your advisor.

6. How do I cancel an appointment?

- From the **Dashboard**, find the appointment you would like to cancel
- Click on the **X** in the upper right corner



- Enter a reason and click **Submit**
- The advisor's calendar will be updated automatically and they will be notified of the cancellation via email