Instructions for Orientation Academic Advising sessions

Before you can meet with your OAA advisor to discuss your fall schedule, you need to attend a group advising session. This session allows you to prepare for your individual meeting and to connect with one of our Peer Academic Advisors. Instructions on how to make an appointment in Starfish for your Group Advising session are shown first, followed by how to make an appointment for an Individual Advising session.

GROUP ADVISING SESSION INSTRUCTIONS:

Please note that you can sign up for any group advising session that works best for you. You do not need to make an appointment with your Office of Academic Advising Advisor.

1. Log into your Starfish account via my.newpaltz.edu. (Follow the instructions from the Starfish VZ orientation module.)
2. When viewing your “Dashboard,” scroll to “My Services” on the lower right.
3. Scroll down through the list of services to the bottom and view the service: “Summer 2021 Group Academic Advising.”
4. You can select the word “SCHEDULE” under the service to go to the scheduling page. Alternatively, you can click on the name of the service “Summer 2021 Group Academic Advising” and on the next page select the blue button: “SCHEDULE APPOINTMENT” to go to the scheduling page.
5. Select the choice “Orientation Group Academic Advising” under “What do you need help with?” then click on the blue button: “CONTINUE.”
6. Click on an available appointment that fits into your schedule, then click on the blue button: “CONTINUE.” (Appointments are displayed a week at a time. To see additional appointment options, use the calendar on the left side of the screen to pick a date in the future.)
7. If everything looks correct to you on the appointment page, make note of the “Meeting Instructions” and click “CONFIRM.” You will be sent a confirmation email message to your New Paltz email explaining how to attend the Orientation Group Academic Advising session during your scheduled appointment time.
INDIVIDUAL ADVISING SESSION INSTRUCTIONS:

Please remember that you need to attend a group advising session before you can meet with your Office of Academic Advising Advisor (OAA Advisor)

1. Log into your Starfish account via my.newpaltz.edu.
   (Follow the instructions from the Starfish VZ orientation module.)
2. When viewing your “Dashboard,” find your OAA Advisor listed under “My Connections.” Your OAA advisor is also listed in your “Success Network.”
3. You can select the word “SCHEDULE” under their name service to go to the scheduling page.
   Alternatively, you can click on their name and on the next page select the blue button: “SCHEDULE APPOINTMENT” to go to the scheduling page.
4. Select the choice “Orientation Individual Advising Session” under “What do you need help with?” then click on the blue button: “CONTINUE.”
5. Click on an available appointment that fits into your schedule, then click on the blue button: “CONTINUE.”
   (Appointments are displayed a week at a time. To see additional appointment options, use the calendar on the left side of the screen to pick a date in the future.)
6. If everything looks correct to you on the appointment page, make note of the “Meeting Instructions” and click “CONFIRM.” You will be sent a confirmation email message to your New Paltz email explaining how to attend your Individual Academic Advising session during your scheduled appointment time.