Welcome to Starfish CONNECT.

Students will be able to use the Student Success Network to schedule appointments and contact academic advising, tutoring, and library services, as well as view other support services available to them. You can get to Starfish by going to www.newschool.edu/student-success. Then, it’s as simple as scheduling the time you need. Emails from Starfish will come from studentsuccess@newschool.edu.

>> Setup Your Profile

Your profile lets instructors and advisors know who you are and how to contact you. It also includes the email address for where you want to receive updates and reminders.

1. Go to Starfish.
2. Click the My Profile link at the top.
3. Verify your contact information and email address.
4. Click the Save button.

>> Make an Appointment with Anyone in My Success Network

To make an appointment with an advisor, counselor, past instructors, or others with whom you can make appointments:

1. The My Success Network channel will display a list of people on campus with whom you can make appointments, if they have an online calendar.
2. Click the hyperlink of the person’s name to view their calendar.
3. Available meeting times will have a Sign Up link. Click this link to make an appointment for that time.
4. Complete the form and click the Save button. You’ll get an email confirmation of the appointment.
>> Make an Appointment with a Current Instructor

1. In the Courses I’m Taking channel, click the Make Appointment link for any course to view your instructor’s calendar.
2. Move through the calendar using the mini calendar tool located in the left column. All dates with available office hours will be bold.
3. Follow steps 3 and 4 from above to make an appointment.

>> Access Campus Support Resources from the Success Network

Certain counselors and advisors may be listed in your personal My Success Network channel, but others can be found in the broader Success Network.

1. Click Success Network at the top of any page. Search for a service center or scroll through the list of services.
2. When you click on a service you will see the staff members who work there and their appointment availability.
3. Click Schedule Online to make an appointment with a service provider and follow the steps listed above.

>> Frequently Asked Questions

What if I need to cancel or modify an appointment I made?
Find the appointment on your Upcoming Appointments channel shown on the Starfish home page. Click the icon at the beginning of the line. This will bring up a menu that will allow you to cancel or edit the appointment.

What if a calendar I need is not available online?
As we launching Starfish Connect, more and more people will be adding their calendars to the system. If someone has not had an opportunity to do so yet, please contact them through the traditional route. However, keep checking in to see when your instructor adds his or her calendar.

What if I want emails going to somewhere other than my school email address?
Click the My Profile link at the top of the page to go to your profile. Here you can provide a preferred email address in addition to your New School email address.

What if my instructor has to cancel the appointment?
You will be notified by email of the cancelation. It will disappear from your Upcoming Appointments channel.

What if I need help?
Contact your advising office or email studentsuccess@newschool.edu.