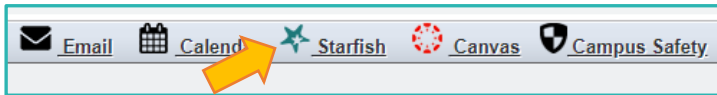
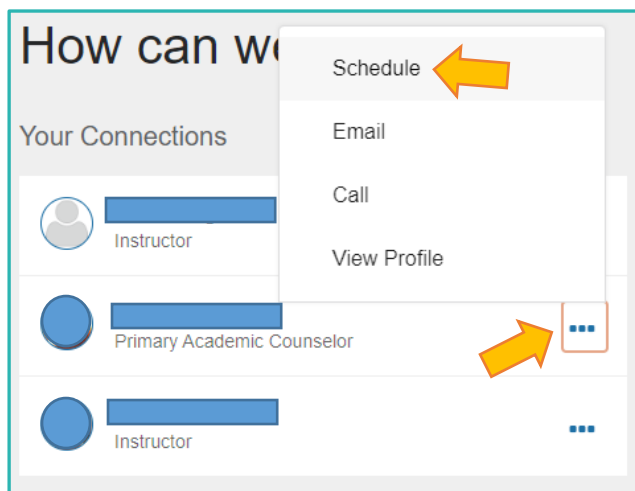


# How to Book a Counseling Appointment in Starfish:

1. Sign in to Pipeline (pipeline.sbcc.edu).
2. Click on the Starfish icon at the top of the home page.

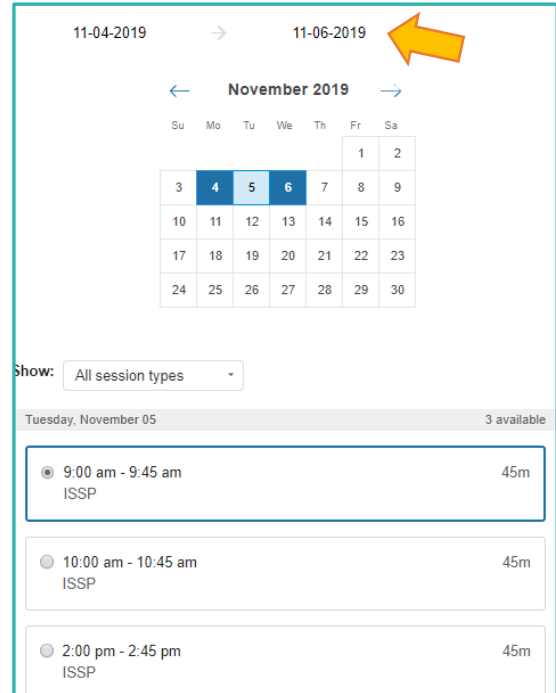


3. Find your Primary Academic Counselor and click on the "..." next to their name. Select "Schedule."

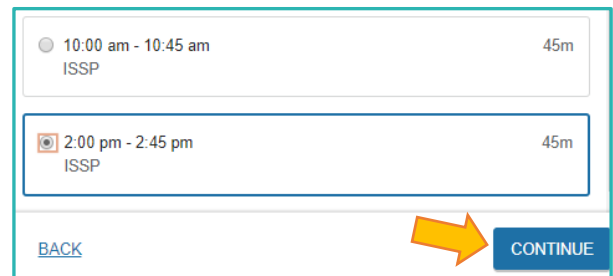


4. Next to "Academic Counseling," click the drop down arrow and choose the reason for your appointment. Then click continue.

5. A calendar will appear. Select a date that works for you to see your counselor's availability (hint: change the date range for more options).



6. Pick a time and click "CONTINUE."

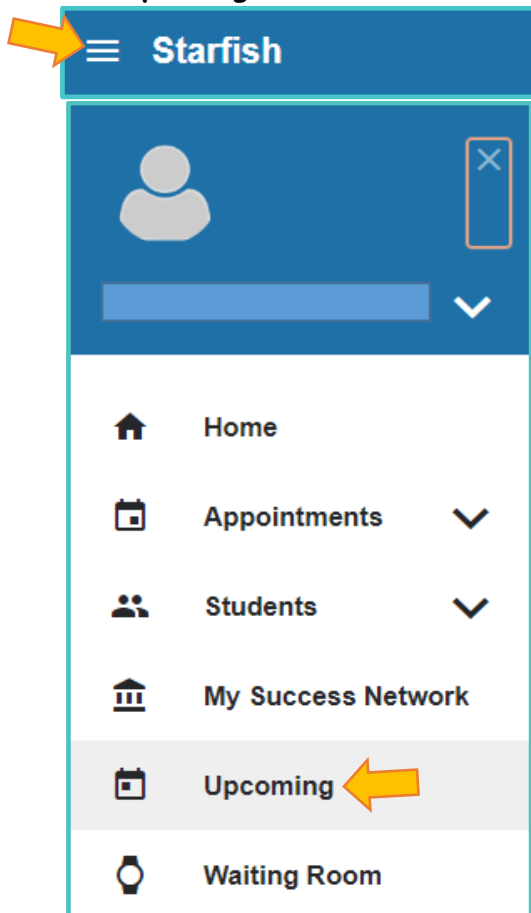


7. Make sure all appointment details are correct (please note the location of your appointment). Click "CONFIRM" to finish your booking.

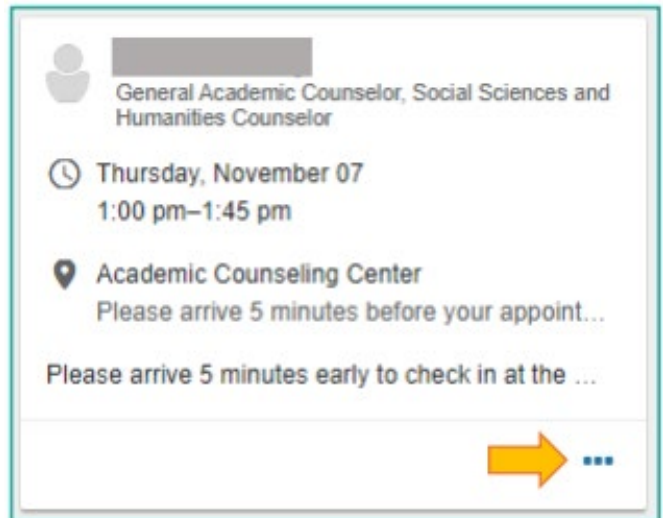
# To cancel your appointment, follow these steps:

Please cancel your appointment 24 hours in advance. Please note: After 2 no-shows, only walk-in will be available.

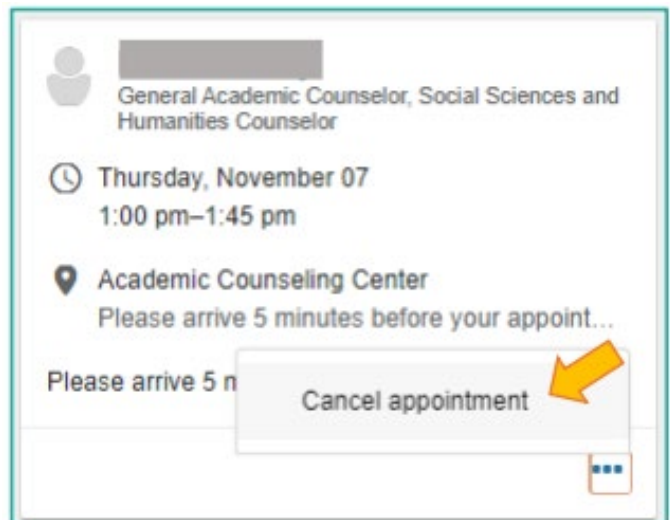
1. In Starfish, click on the menu (upper left) and select "Upcoming."



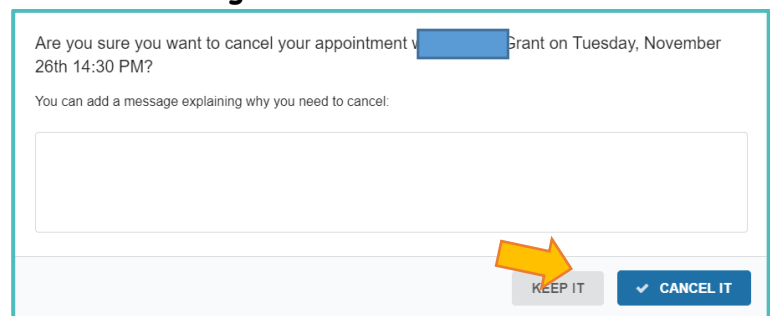
2. Find the appointment you need to cancel. Click on the "..." to bring up a menu.



3. Select "Cancel Appointment."



4. You will be asked to verify your cancellation and add comments to send to your counselor before finalizing. Hit "cancel it."



For any questions or concerns, please contact the Academic Counseling Center at (805) 730-4085.