

# Starfish Appointment Types

Starfish is a role-based system and faculty/staff may inhabit multiple roles. In any given term, faculty/staff users may serve in multiple roles, such as the instructor role and the advisor role. When adding appointment availability to the Starfish calendar, users must identify which role those office hours represent and, therefore, which group of students can see that availability by choosing the appropriate **appointment type**. The appointment types available to you will depend on your Starfish roles each term.

## COURSE INSTRUCTORS

If you are an instructor of record for one or more course(s), you are automatically granted the Instructor role and you will see the "Course Related" appointment type. Checking this box will enable all students enrolled in your course(s) to see the availability you are posting.

## ACADEMIC ADVISORS

If you are an academic advisor with students assigned to you in Banner/Genie, you are automatically granted the Major Advisor role and you will see the "Advising" appointment type. Checking this box will enable all of your assigned advisees to see the availability you are posting.

## OTHER ACADEMIC SUPPORT STAFF

You may have additional student support roles at UNCG. Individuals who would like Starfish access to schedule with their affiliated students may request a specialized role. Specialized roles come with unique appointment types. Specialized roles must be requested and set up by the Coordinator of Academic Outreach in the Students First Office. For consultation about specialized roles and Starfish access, please email [starfish@uncg.edu](mailto:starfish@uncg.edu).

The screenshot shows the 'Add Office Hours' configuration page. Key fields include:

- Title:** Office Hours
- What day(s):** Weekly, repeats every 1 week(s). Options: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- What time?** Enter Start Time, to, Enter End Time.
- Where?** 061 McIver Building, Please check in with the front desk upon arrival.
- Office Hours Type:** Scheduled And Walk-ins (selected). Note: Take either scheduled appointments or walk-ins.
- How long?** Minimum appointment length: 45 minutes; Maximum appointment length: 45 minutes.
- Appointment Types:** Select the types of meetings you will have in these office hours. Options: Advising (checked), Course Related (checked).

Buttons at the bottom: Never Mind, Submit.

## Additional Notes:

- ♦ If you are only affiliated with one role in a given term, you will not have to select an appointment type.
- ♦ When posting appointment availability, you are not limited to only one appointment type. To make your appointments available to multiple student groups, just select multiple appointment types.
- ♦ If you receive frequent messages from students who are having difficulty finding available appointments times with you on your calendar, check your office hour settings to make sure the correct appointment types are checked. If this does not resolve the error, please send a support request to [starfish@uncg.edu](mailto:starfish@uncg.edu).