Starfish Appointment Types

Starfish is a role-based system and faculty/staff may inhabit multiple roles. For instance, a staff member may be teaching a course and serving as an academic advisor. In this case, the staff member has a relationship with two different groups of students at UNCG. When adding office hours to your Starfish calendar, you must identify which group of students can see those office hours. The appointment types you select will dictate which groups of students are able to see the office hours you are creating. The appointment types available to you will depend on your Starfish roles:

1. If you are an instructor, you are automatically granted the Instructor role and you will see the “Course Related” appointment type. Selecting this box will enable all students in your course(s) to see the office hours you are creating. Teaching assistants are automatically granted this role in addition to primary instructors.

2. If you are an academic advisor who is assigned to students via UNCG’s Student Information System (Banner), you are automatically granted the Major Advisor role and you will see the “Advising” appointment type. Selecting this box will enable all of your assigned advisees to select the office hours you are creating.

3. You may also have additional roles here at the university*. For instance, if you are the director of an advising office you might request a specialized role that will grant you scheduling access to all students in your major department, even if they aren’t your assigned advisees. This additional role will come with a specific appointment type. The role and appointment type are typically named identically for consistency. If
you select this appointment type when creating office hours, all students who are affiliated with the specialized role will be able to access them on your calendar.

Additional Notes:

± If you are only affiliated with one role at UNCG, you will not have the option of selecting an appointment type.

± When creating office hours, you are not limited to only one appointment type. If you would like your office hours to be available to ALL students with whom you have a relationship, you can select multiple or all boxes. This allows for customizable office hours that are visible to any students with whom you wish to meet.

± If you receive frequent messages from students who are having difficulty finding available appointment 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 sent a support request to starfish@uncg.edu.

*Specialized roles (roles other than Instructor and Major Advisor) must be requested and set up by the Coordinator of Academic Outreach in the Students First Office. For training and/or consultation about specialized roles and appointment types, please send an email to starfish@uncg.edu.
If you have additional Starfish questions or support needs, please contact starfish@uncg.edu for further assistance.