

Zoom Appointments for Academic Advising and Counseling

How to schedule an appointment with an Academic Advisor or Counselor:

1. Log into your [myCentury](#) account and click on the [Starfish](#) tile.
2. Once in Starfish, you can schedule an appointment with your advisor or counselor through your [Student Success Network](#).
3. For the location of your appointment, select:
 - a. Zoom for video chat
 - b. Phone for audio only (a regular phone call)
 - i. Phone calls will still be done through the Zoom platform. The phone call will be from a New York state number and you will be asked to press “one” on your phone to join the meeting/call.
4. You will receive a confirmation email to your **Century** email account once your appointment is scheduled depending on your [Starfish profile](#) notification preferences.

Joining the Zoom Meeting for your scheduled appointment:

1. **Your advisor/counselor will email you a Zoom meeting link the day of your appointment.**
2. **At the time of your appointment, join the meeting:** [How to video](#)
 - a. Click the link that you received in an email from your advisor.
 - b. Click **Open Zoom Meetings**.
 - c. When the Meeting Room opens, click **Join with Computer Audio**.



To mute audio or turn off video, click **Mute or Stop Video** in the bottom left. If the person you are meeting with is having trouble hearing or seeing you, make sure you are unmuted, and your video is started.



If you are having technical difficulties, there is a “Chat” option where you can type a message to who you are meeting with

3. You should not need to download any software or App unless you are using a smart phone to video chat with an advisor, but you may need to do the following:
 - a. **Smartphone or tablet-** Download the Zoom app from your app store
 - b. **Laptop or Desktop-** If prompted download and run the exe launcher

Tips for a successful Zoom appointment:

- ✓ Treat this appointment like you are meeting in-person.
- ✓ Be aware that your dress and actions will be visible.
- ✓ Find a quiet, safe location with a good internet connection for your appointment time. **Please no driving.**
- ✓ Headphones and a microphone can help with clarity.