Steps for Making Advising Referral Appointment:

1. Log into your Starfish account through MyTCC
   a. From the dashboard page find My Connections
   b. If you have an assigned advisor click Schedule with that specific advisor
   c. If an advisor has not been assigned schedule an advising meeting with a general advisor at https://www.tulsacc.edu/student-resources/academic-advising/academic-advising-new-student-and-undeclared-major
      i. Dial in at +1 (312) 626-6799 and type in the Meeting ID: 630 582 8412 #
   d. Or email academicadvising@tulsacc.edu.

Post Advising Referral for Course Placement Test Steps:

==*In order to make an appointment for testing you must have a referral from advising.==

Steps to Making a testing Appointment

1. Go got the TCC testing website at https://www.tulsacc.edu/student-resources/testing-services/course-placement-tests
   i. For in person testing
      1. Visit the testing page and select your testing campus.
   ii. To Request Remote Proctoring
      1. Select Link https://www.signupgenius.com/go/9040b4ca5af29aafc1-remote1
         a. Fill-out form
         b. then one of the campuses will contact you to discuss your need and if approved, to arrange a time for you to test

To Access Test Scores

1.Visit https://accuplacer.collegeboard.org/students/scores/getting-scores

STARFISH DASHBOARD

**Request Help:** used for students to request help.

Calendar: shows assignment due dates, appointments, and class schedule if the class has a specific start and end time.

Notifications: shows flags, kudos, or to-do items assigned.

My Connections: shows assigned connections including academic advisor, academic success coach and faculty members.

My Services: shows student services offices and other information.
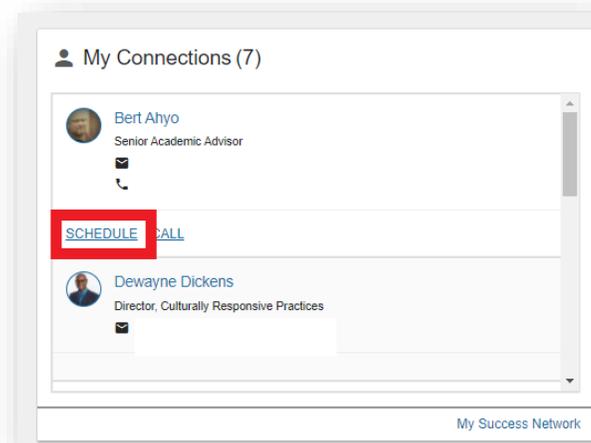
In the **My Connections** box, scroll until you see your Academic Advisor. Click on the **schedule** button to make an appointment.

Choose what you need help with, and press **continue.**

Choose the day and time that works for you. If no appointments appear, click on the **end date** and expand the date range.

Select the date and time that works for you.

Choose the **location** of the appointment.

In the section titled, "**If you want, tell us a little bit about what's going on so we can help**", you can enter details about what you want to talk to the advisor about. Include your current **phone number** if you selected a phone appointment.   Click on the **Confirm** button to submit your appointment request.

Once you have submitted the appointment request, you will see the confirmation screen. Verify that the date and time works for you. If you find a mistake, **you can make a change to the appointment** by clicking the link.   Check your **TCC email** often for appointment reminders and other important information related to your appointments and coursework.