

STEPS FOR MAKING ADVISING & TESTING APPOINTMENTS

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 to 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-remote>
 - 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>

The screenshot shows the Starfish dashboard with the following components:

- Header:** Starfish logo and a "Request Help" button (highlighted with a red box).
- Calendar:** A calendar view for September 21, 2020. It shows a "Blog: Doe's Music Have Form" event on Monday, September 21st, and a "College Success" event on Wednesday, September 23rd.
- Notifications (0):** A section indicating "Nice work! You have no active notifications at this time."
- My Connections (7):** A list of assigned connections. The first entry is Bert Ahyo, Senior Academic Advisor, with a "SCHEDULE" button (highlighted with a red box) and a "CALL" button. The second entry is Dewayne Dickens, Director, Culturally Responsive Practices.
- My Services (11):** A list of services. The first is Academic Advising, with hours Monday-Thursday (9:00 A.M. - 6:00 P.M.) and Friday (10:00 A.M. - 5:00 P.M.), and locations at Metro, Northeast, Southeast, and West Campuses. The second is Academic Success Coaching, with hours 9:00 am - 6 pm Monday-Thursday and Friday 10:00 am-5:00 pm, located in NE Campus-Academic Building Room 206.

Request Help: used for students to request help.

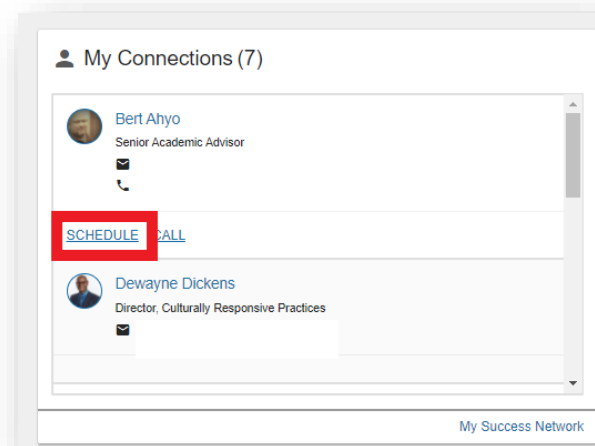
Calendar: shows assignment due dates, appointments, and class schedule if the class has a specific start and end time.

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

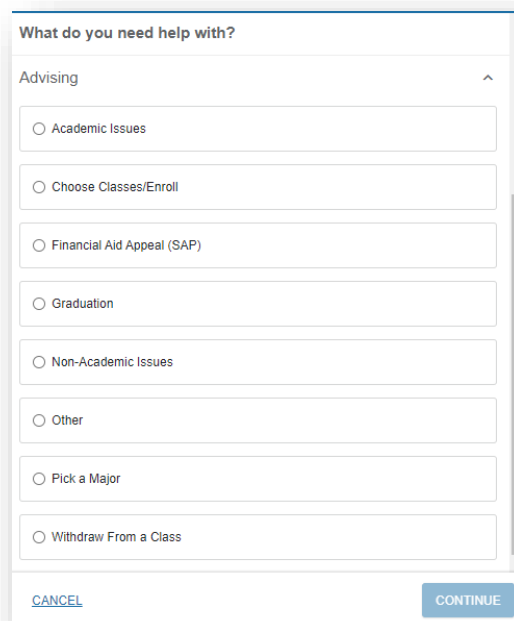
My Connections: shows assigned connections including academic advisor, academic success coach and faculty members.

My Services: shows student services offices and other information.

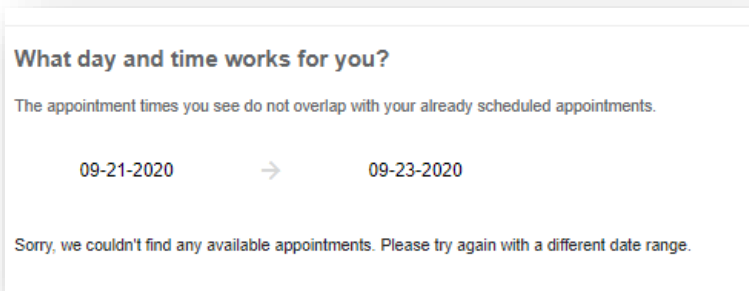
SET AN APPOINTMENT WITH ASSIGNED ADVISOR



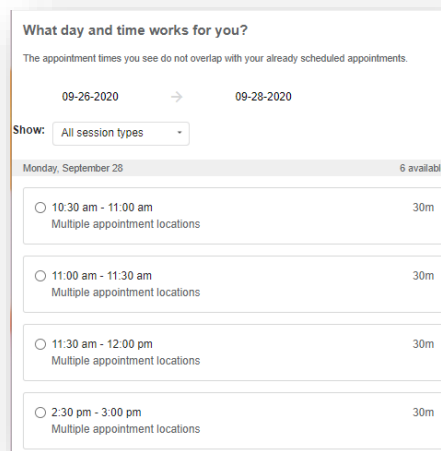
In the **My Connections** box, scroll until you see your Academic Advisor. Click on the **schedule** button to make an appointment.

A screenshot of a form titled "What do you need help with?". The form is under the heading "Advising" and contains a list of radio button options: "Academic Issues", "Choose Classes/Enroll", "Financial Aid Appeal (SAP)", "Graduation", "Non-Academic Issues", "Other", "Pick a Major", and "Withdraw From a Class". At the bottom left is a "CANCEL" link, and at the bottom right is a "CONTINUE" button.

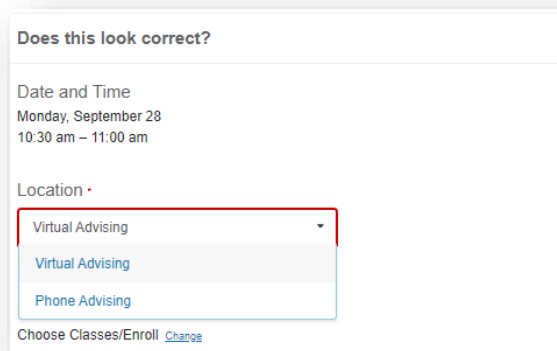
Choose what you need help with, and press **continue**.



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.

Course

[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

I need help figuring out what classes to take next.

[BACK](#) [CONFIRM](#)

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.

Date and Time
Thursday, September 24
11:00 am – 11:30 am

Location
Phone Advising
Please have computer logged in to MyTCC. Put in your phone number so I can call you.

Meeting Instructions
Please choose a virtual Zoom or phone appointment. We will be able to discuss your degree plan, enrollment and any questions you have, just like we were meeting in my office on campus. For either type of appointment, you should have internet access so we can work through your enrollment together. Please do not try to conduct your appointment while driving. We are working remotely in an effort to keep all students and staff safe and in keeping with CDC and Tulsa Health Department guidelines. Though our ways of communicating are temporarily shifted, my commitment to serving you and helping you succeed remains the same. -- Marilyn

Student Note
test- please ignore

Reason for Visit
Choose Classes/Enroll

[Make a change to this appointment](#)

[Return to the main Services page](#)

[View all upcoming appointments](#)

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.