Scheduling a Pre-Nursing Advising Appointment

The 4 pre-nursing advisors are: Wendy Barker, Linda Barnes, Pam Boyd, and Shannon Scally. You can make an appointment with any of them, whatever fits into your schedule.

You must follow these instructions for this to work so please read carefully before contacting us for assistance.

Troubleshooting:

- Sometimes there are problems when not having an updated web browser so try a different browser to log into Starfish
- If you are using a cell phone to login & it is not working, try a computer or pad.

First:

- If you are already in Cyberbear or Starfish, log out, then follow these instructions.
  - Go to www.umt.edu/starfish (use your net ID and password to log-in).
  - Go to the ‘Services’ page and scroll to the “M”, then find “Missoula College Pre-Nursing Advising.”
  - Select “Schedule Appointment” under the service.
  - When the next screen comes up (see below), click on “Schedule Appointment” again

Then the calendar will show up:

- Click on the day you would like an appointment.
- Click on the little tab box “Sign Up” – then all available times will show up in a time/appts table.
  - **Option A.** If one of those times works for you on that day, then click “Sign Up” next to the green arrow ↦
  - **Option B.** If instead you are looking for a specific advisor, click the “Missoula College Pre-Nursing Advising” link, which is just below the “sign-up” tab.

(continued on next page)
If you went with **A.** the “Time” sign up option

**- OR-**

**B.** the specific advisor option

**Time Option**

This screen will appear

**Specific Advisor Option**

- You will then see a screen like below, showing all of the pre-nursing advisors available that day.
- You can view appointment openings and schedule with that specific person.

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**Add Appointment**

- Service: Missoula College Pre-Nursing Advising
- Date: 04-18-2018
- When: Wednesday at 10:40 am starting 04-18-2018
- Reason:
- Duration: 15 minutes

**Detailed Description**

Explain in detail what you are looking to accomplish in this appointment

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**Services > Missoula College Pre-Nursing Advising**

- Service Members:
  - BARKER, WENDY (Group Advisor)
  - BARNE S, LINDA (Academic Leadership)
  - BOYD, PAMELA (Group Advisor)