

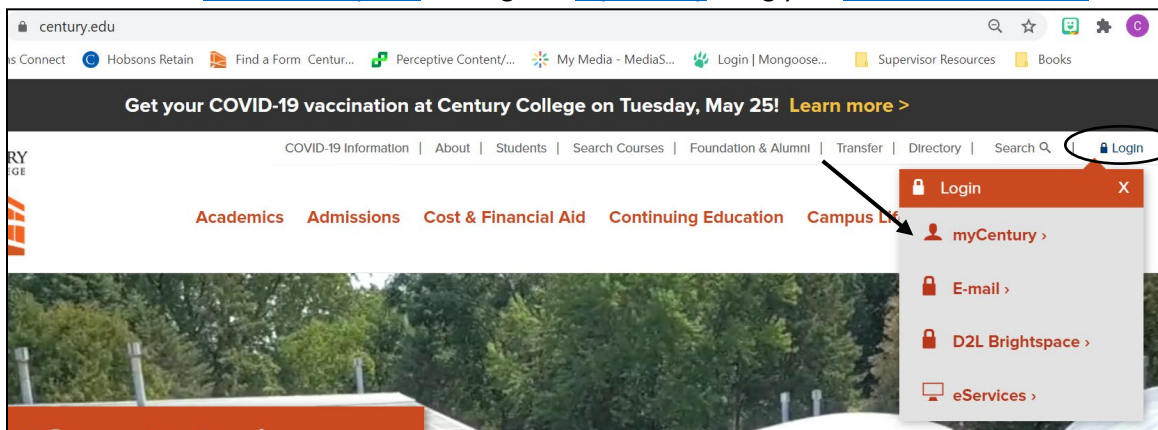


## How to Schedule A New Student Appointment with a Registration Advisor

**STEP ONE:** Make sure you have completed the following items so that you are able to register for courses:

- [Course Placement Scores](#)
- Completed [Online Orientation](#)
- Sent [Official Transcripts of any College Coursework](#) including College in the Schools (contact the College/University to order transcript), Advanced Placement, CLEP, International Baccalaureate

**STEP TWO:** Visit [www.Century.edu](http://www.Century.edu) and login to [myCentury](#) using your [StarID and Password](#).



**STEP THREE:** Select the Starfish tile and login using your [StarID and Password](#).



**STEP FOUR:** Scroll down to My Connections.

**STEP FIVE:** Find your Registration Advisor and select Schedule.

The screenshot shows the Starfish application interface. At the top, there is a blue header with the Starfish logo and a menu icon. Below the header, there are two main sections: 'Calendar' and 'Notifications (0)'. The 'Calendar' section shows a date picker for 'October 24, 2022' and a weekly calendar view with a vertical bar highlighting the selected date. The 'Notifications' section displays a message: 'Nice work! You have no active notifications at this time.' Below these sections, there are two more sections: 'My Connections (1)' and 'My Services (4)'. In the 'My Connections' section, a card for Janet Vermeersch, Registration Advisor, is circled, and a 'SCHEDULE' link is highlighted with an arrow. The 'My Services' section shows a card for 'Career Services and Job Preparation' with a 'SCHEDULE' link also highlighted.

**STEP SIX:** Click New Student Registration and select New Student Orientation Advising for Registration and click Continue.

The screenshot shows the 'Schedule Appointment' screen for Janet Vermeersch, Registration Advisor. The screen has a blue header with a back arrow and the title 'Schedule Appointment'. Below the header, there is a profile card for Janet Vermeersch. Underneath, there is a section titled 'What do you need help with?' with a list of options: 'Academic Advising', 'New Student Registration', and 'New Student Orientation Advising for Registration'. The 'New Student Orientation Advising for Registration' option is selected with a radio button and highlighted with a blue background. A 'CONTINUE' button is circled at the bottom right, and a 'CANCEL' link is at the bottom left. An arrow points to the 'New Student Orientation Advising for Registration' option.

**STEP SEVEN:** Select the Date and Time that works best for you and click Continue. Note: Transfer Students-please schedule out at least seven business days after you have sent your official transcript to allow for transcript evaluation.

**Schedule Appointment**

**Janet Vermeersch**  
Registration Advisor

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

10-24-2022 → 11-03-2022 Filter: All session types

October 2022

Wednesday, October 26 1 available

1:00 pm - 2:00 pm 60m  
Multiple appointment locations

Friday, October 28 1 available

10:00 am - 11:00 am 60m  
Multiple appointment locations

Monday, October 31 4 available

[BACK](#) [CONTINUE](#)

**STEP EIGHT:** Select the Location/Delivery Mode of the Appointment, Enter any Information You'd Like Us to Know (Please include your program/major and preferred phone number and email), and Select Confirm.

**Schedule Appointment**

**Janet Vermeersch**  
Registration Advisor

Does this look correct?

Date and Time  
Tuesday, November 01  
4:30 pm - 5:30 pm

Reason for Visit  
New Student Orientation Advising for Registration [Change](#)

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

Location -  
  
Phone Appointment  
Online Through Zoom  
E2561

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

**STEP NINE:** You should receive a confirmation email to your Century College email account. If you have any questions or concerns, please contact the Advising, Counseling, and Career Center at 651-779-3285 or [acc@century.edu](mailto:acc@century.edu).

**We look forward to helping you get started at Century College!**

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