

# Scheduling Advising Appointments in Starfish

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1. Log into **Starfish** using your UNI:

<https://gsbcolumbia.starfishsolutions.com/starfish-ops/session/casLogin.html>

2. On the landing page, click the “EMBA Academic and Student Affairs” tab



**My Success Network**

Your Connections

- Jay Dahya, Instructor
- Daniel Keum, Instructor
- Thomas Prusa, Instructor
- George Gui, Instructor
- Ran Kivetz, Instructor

Your Services

- EMBA Academic and Student Affairs**  
The EMBA Academic and Student Affairs team supports EMBA students throughout their time in the program.  
CALL
- Academic Advising**  
Academic advising is a collaborative, supportive, respectful, and solutions-oriented partnership between students and academic advisors. Academic advisors empower CBS students to take action on their academic goals, bidding strategy, and course selections by sharing resources and guidance to help students make informed academic and life decisions. Academic advisors are available by appointment, Monday-Friday, 10am-4pm. Your cluster advisor is listed above and is also a member of...  
JOIN WAITING ROOM  
SCHEDULE CALL
- MBA Office of Student Affairs**  
The Office of Student Affairs consists of both an Academics and Student Life team. We are located in Geffen Hall 370, open Monday-Friday from 9am to 5pm.  
CALL
- Office of Financial Aid**  
Columbia Business School has a dedicated staff to answer any financial aid question you may have.  
SCHEDULE CALL



## EMBA Academic and Student Affairs

### Contact

[Send an email](#)

[Call 212-854-2211](#)

[Visit website](#)

### Location

Geffen Hall, Suite 480

### Team Members



**Carolina Acosta Gutierrez**  
Assistant Director | Advisor: BAs, Globals



**Mariela Breton**  
Assistant Director, Student Affairs | Advisor: 25EMs



**Claire Netemeyer**  
Assistant Director | Advisor: 26EMs



**April Smith**  
Senior Associate Director, Academic Advising & Stude...



**Susan West**  
Senior Director | Advisor: All EMBA & MS Students



### Overview

The EMBA Academic and Student Affairs team supports EMBA students throughout their time in the program.

3. Select an advisor,  
then click “Schedule”

**\*\*EMBA advisor list  
below\*\***

Carolina Acosta Gutierrez: BAs & Globals

Claire Netemeyer: EMs

Susan West: All EMBA

What do you need help with?

Academic Advising

- Academic Dismissal
- Academic Distress, Warning, or Probation
- Academics: DEI Question or Concern
- Course Match/SSOL Questions
- CPT/OPT Questions
- Disability Services
- Exemption Exams: Questions or Next Steps
- General Academic Assistance
- Graduation Requirements
- Honor Code/Academic Integrity Concern
- Independent Study
- Leave of Absence
- Personal Distress
- Policy Questions
- PreMBA Advising
- Professor or Course Concern/Feedback
- Registration/Class Schedule
- Stretch

4. Once you reach your advisor's appointment page, select "Course Match/SSOL Questions"



What day and time works for you?

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

11-15-2023 → 11-23-2023

← November 2023 →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Filters**

Session Type

Single sessions only

Wednesday, November 15 12 available

<input type="radio"/> 11:00 am - 11:20 am Multiple appointment locations 20m	<input type="radio"/> 11:20 am - 11:40 am Multiple appointment locations 20m
<input checked="" type="radio"/> 11:40 am - 12:00 pm Multiple appointment locations 20m	<input type="radio"/> 12:00 pm - 12:20 pm Multiple appointment locations 20m
<input type="radio"/> 12:20 pm - 12:40 pm Multiple appointment locations 20m	<input type="radio"/> 12:40 pm - 1:00 pm Multiple appointment locations 20m
<input type="radio"/> 2:30 pm - 2:50 pm Multiple appointment locations 20m	<input type="radio"/> 2:50 pm - 3:10 pm Multiple appointment locations 20m
<input type="radio"/> 3:10 pm - 3:30 pm Multiple appointment locations 20m	<input type="radio"/> 3:30 pm - 3:50 pm Multiple appointment locations 20m

5. Select a range of dates, then choose an advising time that works for you



6. Once you have chosen a time, you can select a location (Zoom or on campus, depending on availability)



Does this look correct?

Date and Time  
Wednesday, November 15  
11:40 am – 12:00 pm

Reason for Visit  
Course Match/SSOL Questions [Change](#)

Course  
[Add a course](#)

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

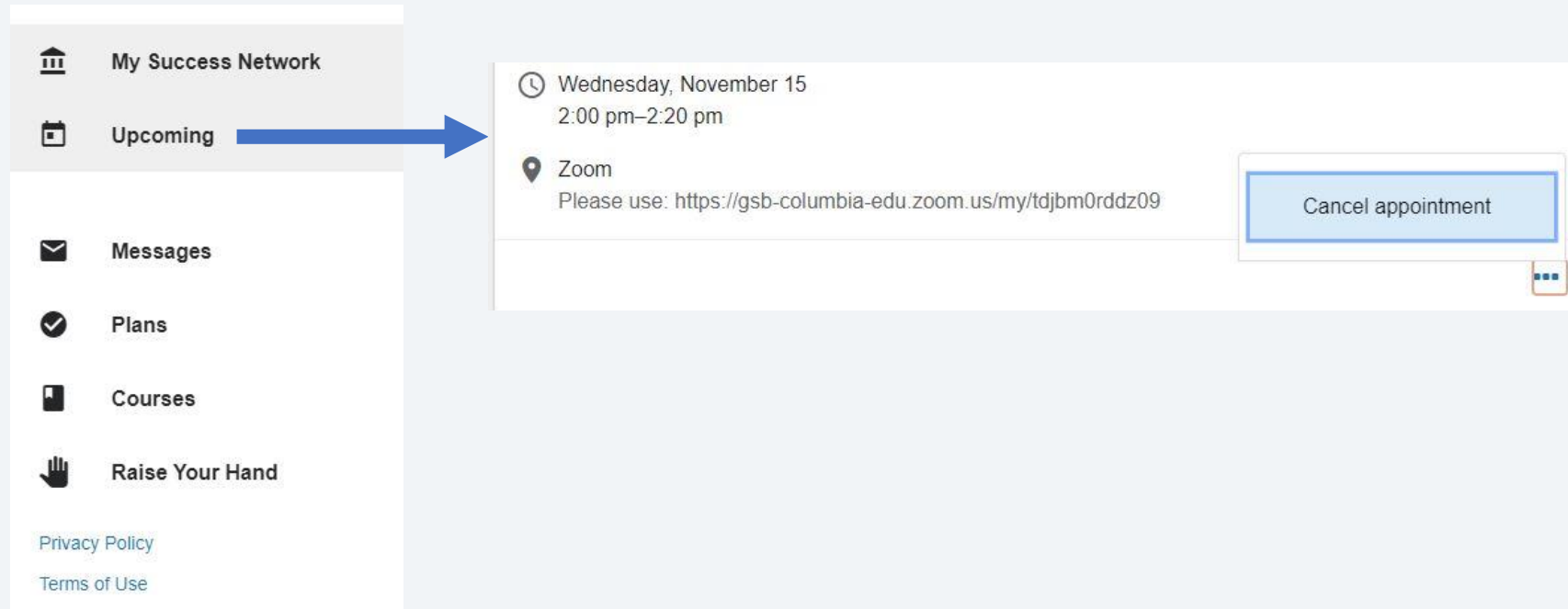
Location  
Zoom  
<https://us05web.zoom.us/j/2772498911?pwd=cHRSOUVLYmtsUU5qSjNvaDZDNHQ0dz09>

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



7. Click “Confirm” – Once this step has been completed, you will reach a confirmation page. A confirmation email/calendar invite with instructions will also be sent to you.

Should you need to cancel an advising appointment, please do so by navigating to the “Upcoming” tab on the left side of your Starfish site, selecting the appointment, and clicking “Cancel Appointment.”



You're all set!