



## How to Book a Tutoring Appointment

Tutoring appointments are booked using Starfish. Available appointment times will show only 24 hours and further into the future. If you need help on shorter notice, check the [Tutoring Schedule](#) on the college website (or the printed one posted in the Tutoring Center) to see when a tutor is next scheduled to be in for your course and drop in at that time. You will be helped first-come, first-served after any students with appointments are helped.

1. Log into your Starfish account.
2. Go to your Courses page.
3. Find the Tutoring Center—Morrisville Campus and Writing Tutoring, Tutoring Center—Morrisville Campus service boxes with that course and choose as follows:
  - a. For help with course content/subjects/topics, click Schedule Appointment in the Tutoring Center box, OR
  - b. For help with a writing or reading assignment in that course (except foreign languages), click Schedule Appointment in the Writing Tutoring box.
4. Follow the rest of the steps to book a tutoring session. The last step is to click the Confirm button. After that, you will receive an email notifying you that your appointment has been booked. The appointment will also show on your Starfish Upcoming page (where you can later cancel it using the three dots if you cannot keep the appointment).

If you don't see any available appointment times in Starfish, we may not have tutors for that class, or the tutor(s) may be completely booked (or there could be a technical glitch occurring). Check the [Tutoring Schedule](#) to see if we have tutors for your course. If you don't see what you need, submit the Tutoring Request Form linked to that web page. If you would like to have a small group tutoring session with other classmates, please also submit the Tutoring Request Form. You may also email [TutoringCenter@morrisville.edu](mailto:TutoringCenter@morrisville.edu) or stop by the center to make your requests or seek help. We are happy to demonstrate how to use Starfish to schedule tutoring appointments and assist with technical problems!

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