



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 web page](#) (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.

Course-Specific Tutoring:

To work on the **subjects/topics/content** (information, concepts, and ideas) of a course, **follow these steps to book an appointment** with a face-to-face tutor:

1. Log in to Starfish.
2. Go to your Courses page.
3. Find the course you want to work on.
4. Click the **Schedule Appointment** link in the “**Tutoring Center—Morrisville Campus**” **service box** next to that course.
5. Follow the steps to select an appointment time and confirm the booking. You will receive an email confirming 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).

Tutoring for Writing or Reading for Any Course (except foreign languages):

To work on a **writing or reading assignment** (essay, research paper, analyzing a scholarly article, etc.) **for any course** except a foreign language, **follow these steps to book an appointment** with a face-to-face tutor:

1. Log in to Starfish.
2. Go to your Courses page.
3. Find the course for that writing/reading assignment you want to work on.
4. Click the **Schedule Appointment** link in the “**Writing Tutoring, Tutoring Center—Morrisville Campus**” **service box** next to that course.
5. Follow the steps to select an appointment time and confirm the booking. You will receive an email confirming 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. Check the [Tutoring Schedule web page](#) to be sure. 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 more than one other classmate, please also submit the Tutoring Request Form. You may also email TutoringCenter@morrisville.edu or stop by the center to make your requests or seek other assistance.

