How to Book a Tutoring Appointment   **Tutoring Center**

Students can book an appointment with a Morrisville Campus Tutoring Center tutor using the following instructions. If these steps do not work at any point, email TutoringCenter@morrisville.edu to explain what happened and ask for help with using Starfish, requesting a tutor, requesting a different appointment time, requesting an alternate format (virtual instead of in person or in person instead of virtual), or any other tutoring question. We do our best to respond to your emails within one business day (our office is closed on weekends).

Tutoring appointments need to be booked at least 24 hours in advance through the Starfish software program. Same-day appointments with tutors are usually not possible, but students may drop in to see if a tutor is available without an appointment. Students looking for same-day help without a reservation may also seek online tutoring through NightOWL, which is open 7:00 p.m.-midnight, Sundays through Thursdays, to provide drop-in virtual/online tutoring for the following subjects: writing assignments for any course, math, biology, chemistry, nursing, med math, physics, accounting, economics, and psychology.

1. Log into Blackboard.
2. Log into Starfish.
3. Go to your Courses page in Starfish and choose Active (or the current semester) from the pulldown box to see your current courses.
4. Find the course you'd like to work on with a tutor. If we have tutors for that course, you will see a service box that says "Tutoring Center—Morrisville Campus."
5. Click the Schedule Appointment link in the Tutoring Center service box.
6. On the next page, click the button for what you need help with and then click Continue.
7. Choose an appointment time. If none of the times work for you, click the Show More Times button. We are in the Eastern time zone.
8. If you found a time, click Continue to go to the Confirmation page.
9. On the Confirmation page, review the details about your appointment to make sure everything is correct. If you like, tell the tutor more about what you'd like to work on in your tutoring session.
10. Click the Confirm button to finish. Both you and the tutor will then receive emails notifying you about the appointment.

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