

Writing Center Appointments in Starfish

Writing Center Hours:	Mon. & Wed.	8 am – 6 pm
	Tues. & Thurs.	8 am – 6:30 pm
	Fri.	9 am – 4 pm

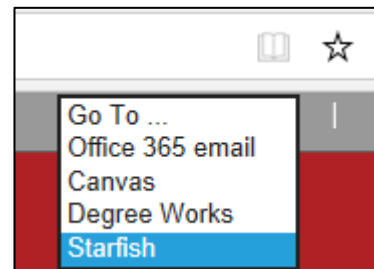
Notes about Time:

- Appointments are for 30 minutes.
- If you are five (5) minutes late, or more, your appointment may be cancelled.

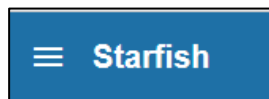
Directions: Use a browser such as Chrome, Firefox, Microsoft Edge, Safari, or Opera. Do not use the Sierra College app for this.

(**Boldface** indicates words to click or choose.)

1. Log in to MySierra.
 - Click **Go To**
 - On the drop-down menu, choose **Starfish**.



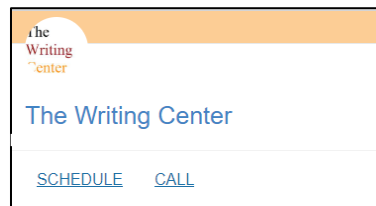
2. Click the **Starfish** menu.



- Choose **My Success Network**.

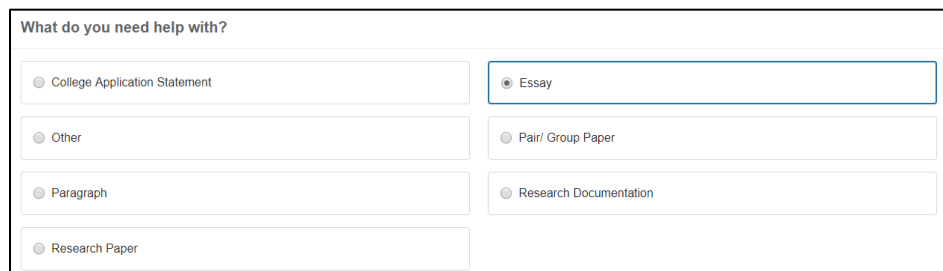
3. If you don't see "The Writing Center," scroll down and/or click **Show Other Services**.

4. Under "The Writing Center," click **Schedule**.



(OR if you click **The Writing Center**, then click **Schedule Appointment**.)

5. Choose a type of assignment.

A screenshot of a form titled 'What do you need help with?'. The form contains several radio button options: 'College Application Statement', 'Other', 'Paragraph', 'Research Paper', 'Essay', 'Pair/ Group Paper', and 'Research Documentation'. The 'Essay' option is selected, indicated by a filled radio button.

- Click **Continue**.

6. Choose a day and time on the calendar.

What day and time works for you?

09-19-2018 → 09-19-2018 Wednesday, September 19

September 2018

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

9:00 am - 9:30 am
LRC 2nd Floor

10:00 am - 10:30 am
LRC 2nd Floor

- Click **Continue**.

7. Under “Course,” click **Add a course** (optional)

- Choose the course.

Which course do you want to meet for?

Introduction to Composition (ENGL-0001A-81016.201880)

College and Life Success (PDEV-0001-81842.201880)

- Click **Save**.

- Type details in the box about what you want to work on (optional).

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

Comparison/contrast organization

- Click **Confirm**

8. A confirmation message will be sent to your Sierra College e-mail.

Bring to your Appointment:

- Your student ID card or number
- The prompt for the writing assignment (the directions from the instructor)
- A printed, double-spaced draft of your paper, if you have started to write

To Cancel an Appointment:

A. In your Sierra College e-mail, click **X Decline** at the top of the confirmation message.

OR

B.

- Click the **Starfish** menu. (See step 2.)
- Choose **Upcoming**.
- In the appointment, click **...**
- Choose **Cancel appointment**.

- Click **Cancel it**.

Upcoming

Friday, October 19
15:30-16:00 PM

2nd Floor LRC

Cancel appointment