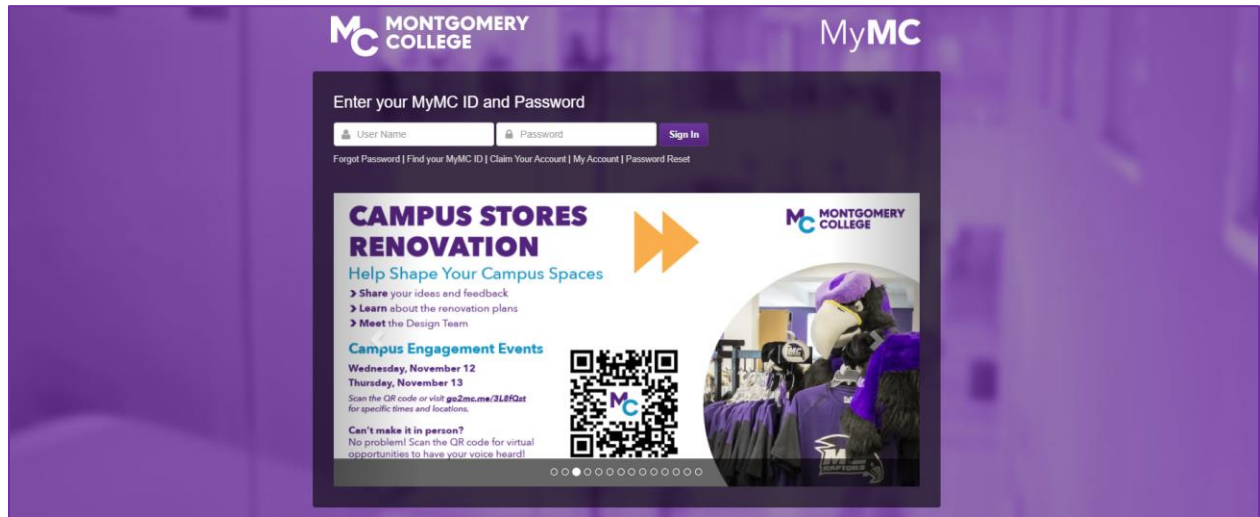


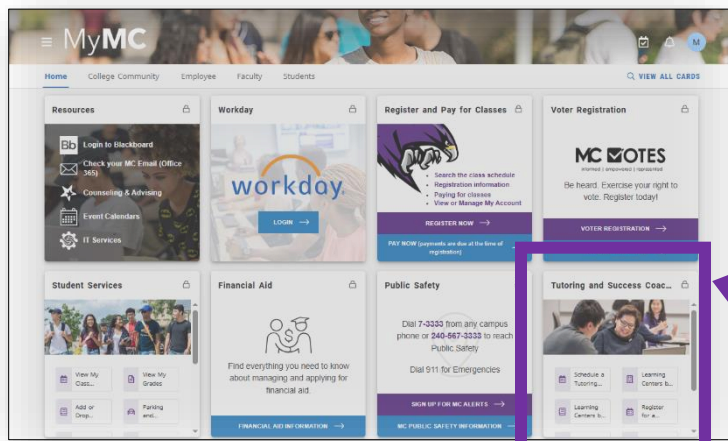
Scheduling an In-Person Appointment on Starfish

In-person or on-campus tutoring sessions are those where you meet the tutor in-person in RC 105. To make an in-person appointment, follow the steps below.

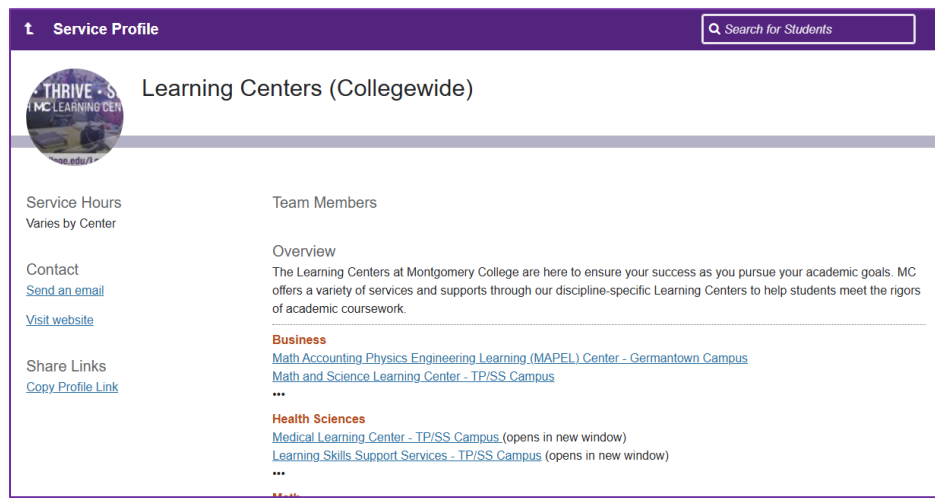
1. Sign in to your **MyMC** account using your MC credentials: <https://tinyurl.com/4kf5c5cf>



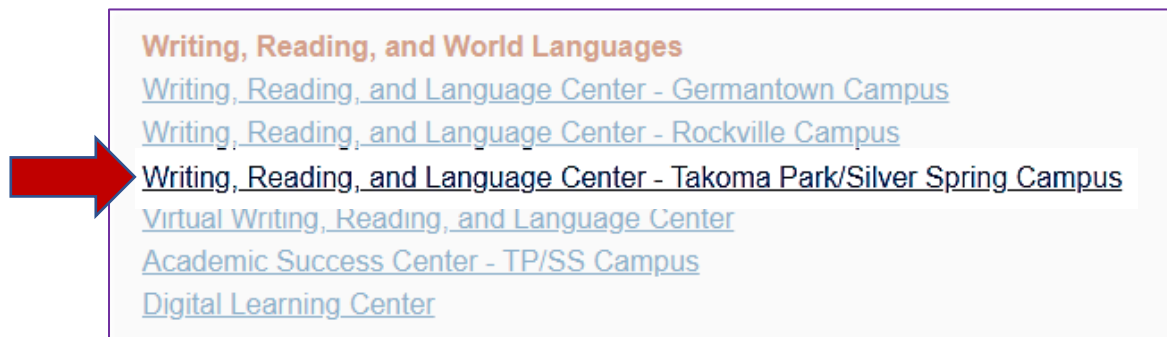
2. On the “**Tutoring and Success Coaching**” card, click on “**Schedule a Tutoring Appointment**”. You may have to click on it twice to be able to view the list of learning centers.



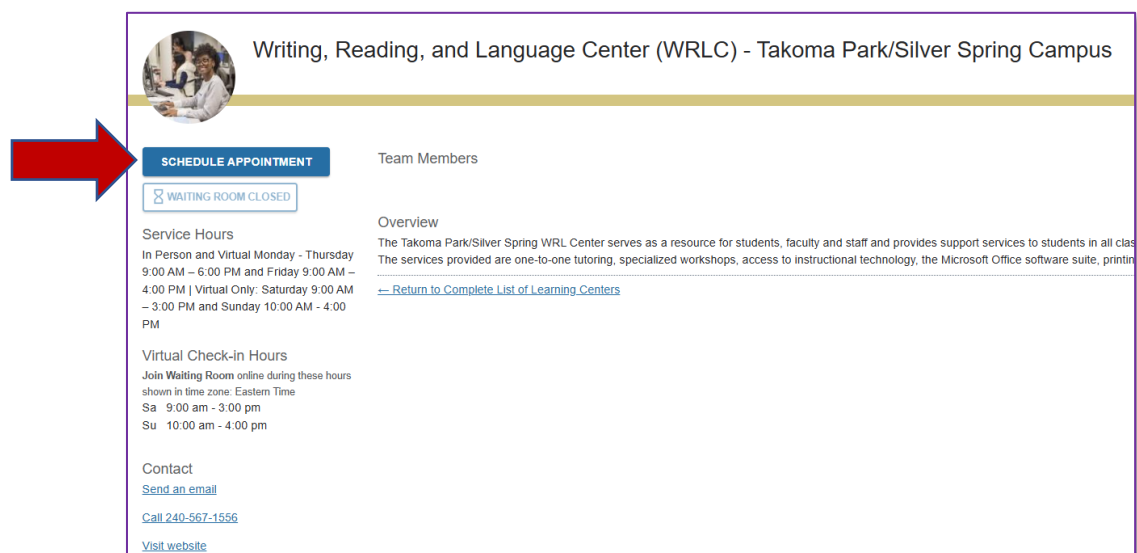
Once you've clicked on "Schedule a Tutoring Appointment," a page with a list of MC's learning centers will appear.



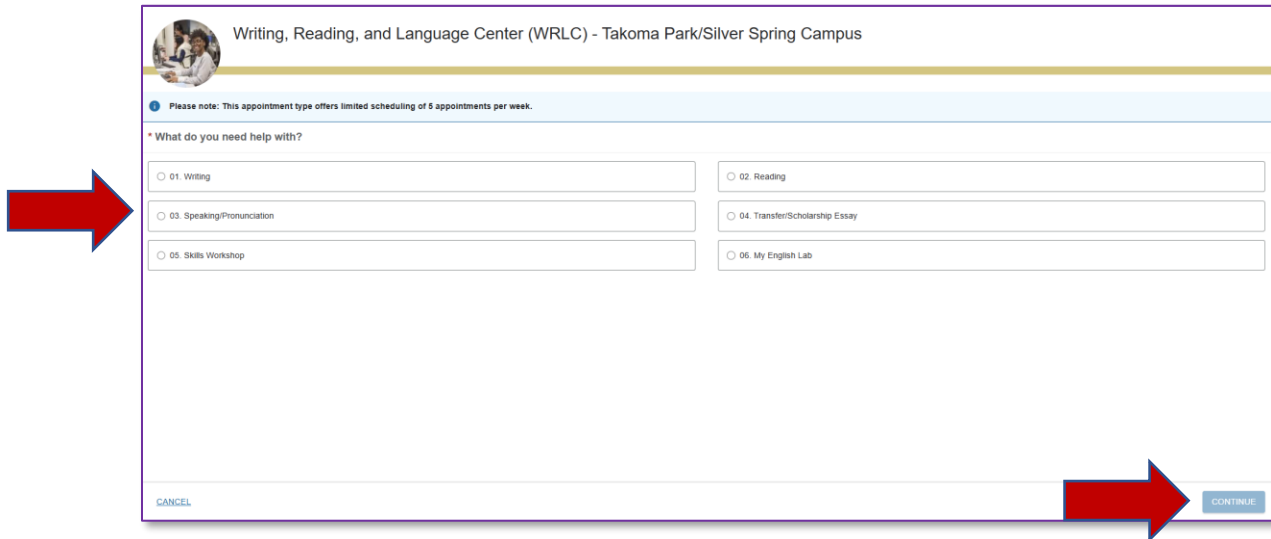
3. Scroll down to "Writing, Reading, and World Languages." Click on "Writing, Reading, and Language Center – Takoma Park/Silver Spring Campus."



4. Click on the blue "Schedule Appointment" button at the top left.



5. Click on the **area you need help with**, then click on the “**CONTINUE**” button on the bottom right corner.



Writing, Reading, and Language Center (WRLC) - Takoma Park/Silver Spring Campus

Please note: This appointment type offers limited scheduling of 5 appointments per week.

* What do you need help with?

☐ 01. Writing

☐ 02. Reading

☐ 03. Speaking/Pronunciation

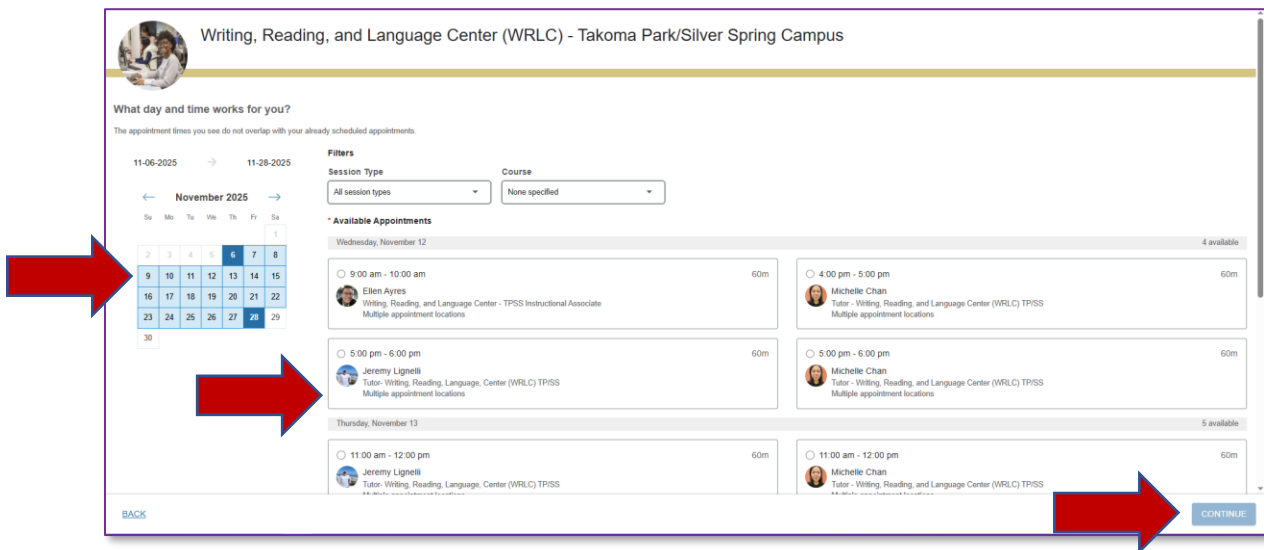
☐ 04. Transfer/Scholarship Essay

☐ 05. Skills Workshop

☐ 06. My English Lab

CANCEL CONTINUE

6. Click a **date** on the calendar for when you would like to meet with a tutor. A list of tutors and the hours they're available will appear. Click on the **time** that works for you, then click on the blue “**CONTINUE**” button.



Writing, Reading, and Language Center (WRLC) - Takoma Park/Silver Spring Campus

What day and time works for you?

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

11-06-2025 → 11-28-2025

← November 2025 →

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: All session types

Course: None specified

* Available Appointments

Wednesday, November 12 4 available

☐ 9:00 am - 10:00 am 60m

Ellen Ayres
Tutor - Writing, Reading, and Language Center - TPSS Instructional Associate
Multiple appointment locations

☐ 4:00 pm - 5:00 pm 60m

Michelle Chan
Tutor - Writing, Reading, and Language Center (WRLC) TPSS
Multiple appointment locations

☐ 5:00 pm - 6:00 pm 60m

Michelle Chan
Tutor - Writing, Reading, and Language Center (WRLC) TPSS
Multiple appointment locations

Thursday, November 13 5 available

☐ 11:00 am - 12:00 pm 60m

Jeremy Lignelli
Tutor - Writing, Reading, Language, Center (WRLC) TPSS

☐ 11:00 am - 12:00 pm 60m

Michelle Chan
Tutor - Writing, Reading, and Language Center (WRLC) TPSS

BACK CONTINUE

7. Under “**Location**”, select “WRLC_TPSS_In-Person RC 105.”

Then, briefly state what you need help with in the **comment box** on the right side of the page. Once you’re done, click on the “**CONFIRM**” button on the bottom right corner.

Writing, Reading, and Language Center (WRLC) - Takoma Park/Silver Spring Campus

Does this look correct?

Date and Time
Friday, November 14
1:00 pm – 2:00 pm

Reason for Visit
01. Writing [Class](#)

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

Team Member
 Michelle Chan
Tutor - Writing, Reading, and Language Center (WRLC) TPSS

* Location
Choose a location

Meeting Instructions
If you have scheduled a Written Feedback appointment, email your draft work, assignment instructions, and other relevant documents to wrlic.tpss.general@montgomerycollege.edu before the scheduled start time. Your tutor will email their feedback to you by 9 PM on the day of the appointment. For questions, contact wrlic.tpss.general@montgomerycollege.edu or call 240.567.1556. NOTE: You do not speak with a tutor during written feedback appointments. If you need to speak with the tutor, schedule a Zoom or in-person appointment.

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

A confirmation page will appear with information of your appointment. You will also receive a confirmation email at your Montgomery College email account.

Sample confirmation page:

[Schedule Appointment](#)

I look forward to seeing you! ✕

Writing, Reading, and Language Center (WRLC) - Takoma Park/Silver Spring Campus

Date and Time
Tuesday, September 23
9:00 am – 10:00 am

Reason for Visit
01. Writing
[Make a change to this appointment](#)
[Return to the main Services page](#)
[View all upcoming appointments](#)

Team Member
 Ellen Ayres
Writing, Reading, and Language Center - TPSS Instructional Associate

Location
WRLC_TPSS_In-Person RC 105
RC 105

Meeting Instructions
If you have scheduled a Written Feedback appointment, email your draft work, assignment instructions, and other relevant documents to wrlic.tpss.general@montgomerycollege.edu before the scheduled start time. Your tutor will email their feedback to you by 9 PM on the day of the appointment. For questions, contact wrlic.tpss.general@montgomerycollege.edu or call 240.567.1556. NOTE: You do not speak with a tutor during written feedback appointments. If you need to speak with the tutor, schedule a Zoom or in-person appointment.

Sample confirmation email:

