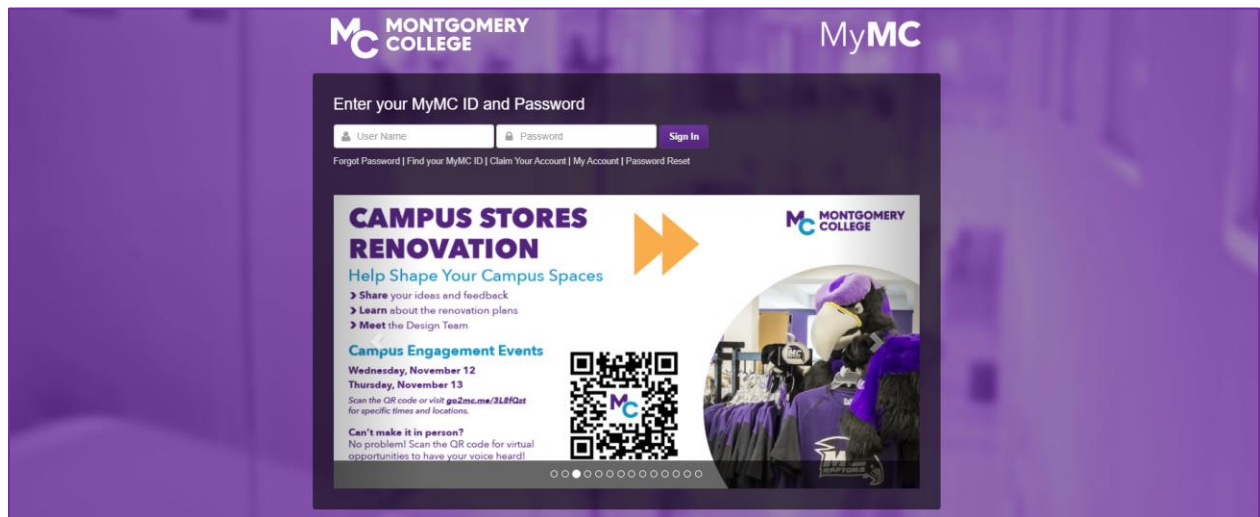


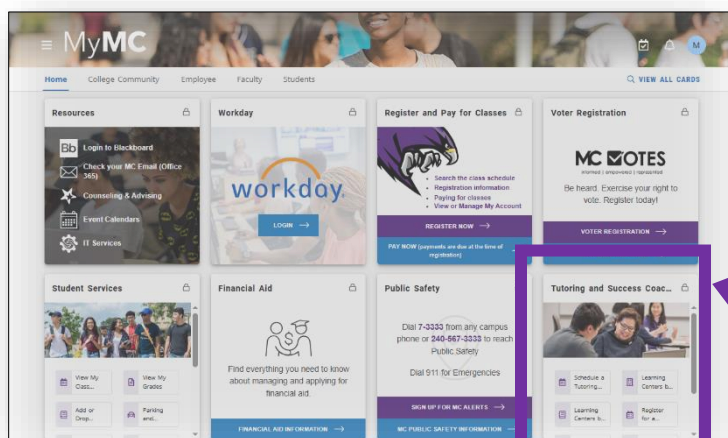
Scheduling a Written Feedback Appointment on Starfish

A Written Feedback appointment is where you do not have to be present for your appointment and do not speak directly to your tutor. Email your essay and assignment instructions to our center, and your tutor will get back to you with their comments/feedback. To make a Written Feedback appointment, follow the steps below.

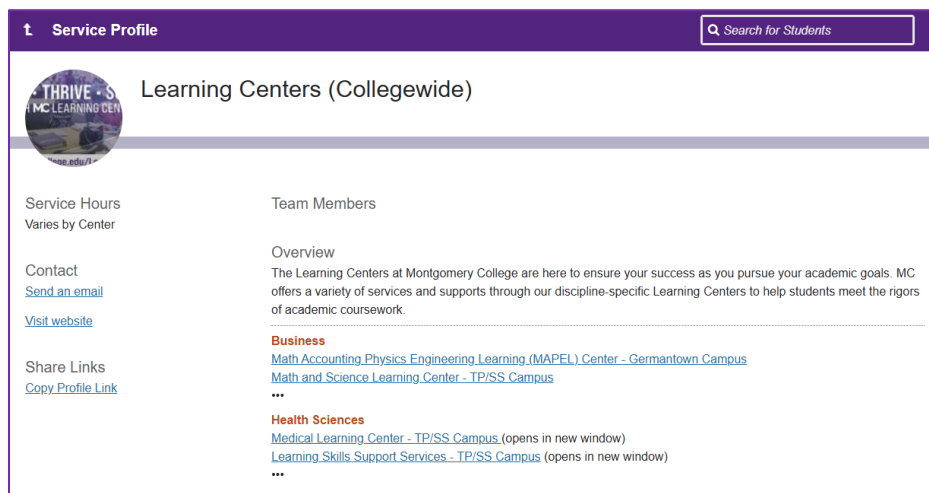
1. Sign in to your **MyMC** account using your MC credentials: <https://tinyurl.com/4kf5c5cf>



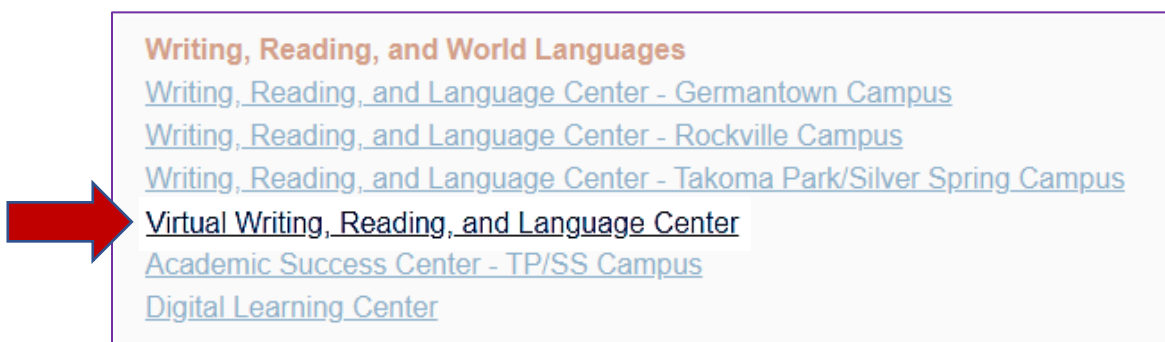
2. On the **“Tutoring and Success Coaching”** card, click on **“Schedule a Tutoring Appointment”**. You may have to click on it twice to be able to view the list of learning centers.



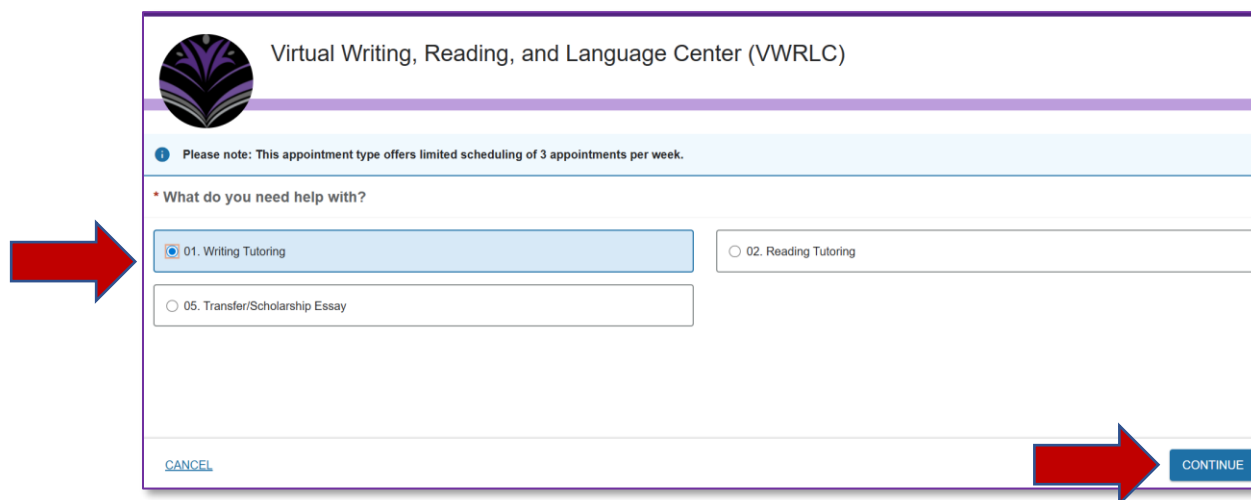
Once you've clicked on "Schedule a Tutoring Appointment," a page with a list of MC's learning centers will appear.



3. Scroll down to "Writing, Reading, and World Languages." Click on "**Virtual Writing, Reading, and Language Center**" to view a list of available WRLC tutors from any of the four campuses.



4. Click on the area you need help with, then click on the "**CONTINUE**" button on the bottom right corner.



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

NOTE: For Written Feedback appointments, look for tutors who have "Written Feedback" or "Multiple appointment locations" listed under their name.

Virtual Writing, Reading, and Language Center (VWRLC)

What day and time works for you?

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

11-05-2025 → 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

Thursday, November 06 1 available

6:00 pm - 6:45 pm 45m

Mary Mowen
Writing, Reading, and Language Center, TP/ISS, Instructional Associate
WRLC-T_Written Feedback

Saturday, November 08 26 available

9:00 am - 9:45 am 45m

Kelsey McClure
Tutor - Writing, Reading, and Language Center (TP/ISS)
WRLC_TP/ISS_Zoom

9:00 am - 9:45 am 45m

Miriam Zemen
ESL Noncredit Program
WRLC_TP/ISS_Zoom

BACK CONTINUE

- (If needed) Under **"Location,"** select the **Written Feedback** option.

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.

Virtual Writing, Reading, and Language Center (VWRLC)

Does this look correct?

Date and Time
Saturday, November 08
10:00 am - 10:45 am

Reason for Visit
01. Writing Tutoring [Change](#)

Team Member
Mary Mowen
Writing, Reading, and Language Center, TP/ISS, Instructional Associate

* Location
Choose a location

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

Meeting Instructions
If you have scheduled a Written Feedback appointment, email your draft work, assignment instructions, and other relevant documents to wrlc.tpss.general@montgomerycollege.edu before the scheduled start

BACK CONFIRM

IMPORTANT: Make sure to send your assignment instructions and your essay to WRLC.TPSS.General@montgomerycollege.edu by the appointment time. You will receive feedback from your tutor by 9 PM the same day.

Sample confirmation page:

Schedule Appointment

Search for Students

I look forward to seeing you!

**Virtual Writing, Reading, and Language Center (VWRLC)**

Date and Time
Tuesday, October 07
11:00 am – 11:45 am

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

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

Location
WRLC-T_Written Feedback
Email your essay to: wrlc.tpss.general@montgomerycollege.edu

Meeting Instructions
If you have scheduled a Written Feedback appointment, email your draft work, assignment instructions, and other relevant documents to wrlc.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 wrlc.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.

Student Note
I need help with my argumentative essay for my English 102 class.

Sample confirmation email:

SC

Starfish Calendar<montgomerycollege@calendar.starfishsolutions.com>

Mon 10/6/2025 3:11 PM

To: [redacted]

Hi

Tutor's name

We're e-mailing you to let you know that **Jeremy Lignelli** has scheduled this appointment with you.

Date/Time of your appointment

Jeremy Lignelli
10/7/2025 11:00 AM EDT

WRLC-T_Written Feedback (): Email your essay to: wrlc.tpss.general@montgomerycollege.edu
01. Writing Tutoring
If you have scheduled a Written Feedback appointment, email your draft work, assignment instructions, and other relevant documents to wrlc.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 wrlc.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.
Description:
I need help with my argumentative essay for my English 102 class.

This email is a service of Starfish.