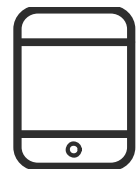


# HOW TO MAKE AN APPOINTMENT



GO TO MVCC.EDU.

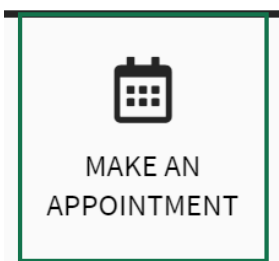
VISIT THE CURRENT STUDENTS' PAGE.



[Prospective Students](#) | [Current Students](#) | [Families & Supporters](#) | [Employees](#)



CLICK ON THE TUTORING ICON.



SELECT **MAKE AN APPOINTMENT**



ENTER YOUR M NUMBER.



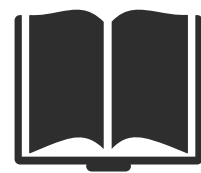
SELECT A COURSE.



SELECT A LOCATION.



CHOOSE TO MEET WITH A **WRITING CONSULTANT** OR **CONTENT TUTOR**.



WRITING CONSULTANTS ASSIST IN THE DEVELOPMENT OF ALL WRITING. CONTENT TUTORS SUPPORT CONTENT MASTERY IN MATH & OTHER COURSES.



SELECT A TUTOR OR CONSULTANT.



CLICK ON AN WHITE BOX TO MAKE AN APPOINTMENT.



IF NO APPOINTMENTS MATCH YOUR AVAILABILITY, USE THE BUTTON AT THE TOP OF THE SCREEN TO SELECT A NEW TUTOR OR CONSULTANT.

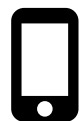
CONFIRM YOUR APPOINTMENT.

# FAQ

## FREQUENTLY ASKED QUESTIONS

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**Q: HOW CAN I GET HELP SETTING UP A TUTORING APPOINTMENT?**



A: CALL OUR COLLEGE SERVICES ASSOCIATE AT **315.792.5517** OR STOP BY WILCOX HALL 129 AND ASK AT THE FRONT DESK.

**Q: WHERE WILL MY SESSION BE LOCATED?**



A: **OFF-CAMPUS TUTORING** IS VIRTUAL AND USES **ZOOM** FOR VIDEO CONFERENCING.

A: **UTICA CAMPUS** TUTORS ARE LOCATED IN **WILCOX HALL 129**.

A: **ROME CAMPUS** TUTORS ARE LOCATED WITHIN THE LIBRARY IN **PLUMLEY COMPLEX**.

**Q: HOW LONG DO APPOINTMENTS LAST?**



A: **ONLINE APPOINTMENTS** CAN LAST UP TO 50 MINUTES, AND **ON CAMPUS APPOINTMENTS** CAN LAST UP TO 30 MINUTES.

A: SOME STUDENTS REGISTERED WITH THE **OFFICE OF ACCESSIBILITY RESOURCES (OAR)** QUALIFY FOR ADDITIONAL TUTORING TIME. CONTACT THE **OAR** AT 315-792-5644 TO LEARN MORE.

**Q: CAN I HAVE MORE THAN ONE APPOINTMENT A DAY?**



A: YES, ALL STUDENTS CAN WORK WITH UP TO THREE DIFFERENT TUTORS A DAY AND CAN SEE ANY INDIVIDUAL TUTOR UP TO THREE TIMES A WEEK.

**Q: DO YOU ACCEPT DROP-INS?**



TO SAFEGUARD STUDENT AND EMPLOYEE HEALTH, DROP IN TUTORING WILL NOT BE AVAILABLE IN THE FALL 2020 TERM.

**Q: CAN I BRING IN MY TAKE HOME EXAM?**



A: WHILE YOU MAY WORK ON TAKE-HOME EXAMS IN THE COMMONS, TUTORS CANNOT ASSIST YOU WITHOUT WRITTEN INSTRUCTOR PERMISSION.

**Q: CAN SOMEONE PROOFREAD MY PAPER?**



A: ALTHOUGH WE DON'T OFFER A PROOFREADING SERVICE, WRITING CONSULTANTS WILL HELP YOU FIGURE OUT WHAT TO FOCUS ON IN YOUR REVISION, ASSIST YOU IN IDENTIFYING PATTERNS OF ERROR, AND GIVE YOU TIPS AND TOOLS TO HELP YOU CORRECT THOSE ERRORS.

**Q: WHAT HAPPENS IF I CAN'T COME TO MY APPOINTMENT?**



A: YOU MAY CANCEL YOUR APPOINTMENT ONLINE UP TO AN HOUR BEFORE IT IS SCHEDULED TO BEGIN. FOR LAST-MINUTE CANCELLATIONS, CALL **315-792-5517** OR STOP IN. IF YOU MISS THREE APPOINTMENTS WITHOUT CANCELING, YOU WILL BE UNABLE TO MAKE MORE APPOINTMENTS AND MUST MEET WITH THE LEARNING COMMONS DIRECTOR TO DISCUSS FURTHER TUTORING.