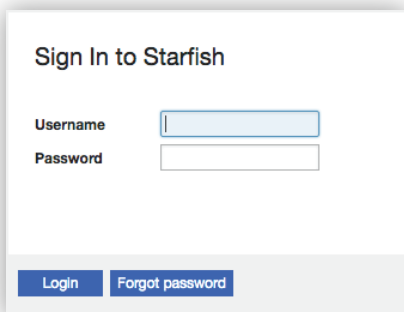


## UNIVERSITY LEARNING CENTER

**1** Visit [newschool.edu/learning-center](http://newschool.edu/learning-center).

Click “Schedule or Cancel Your Appointment.” **2**

SCHEDULE OR CANCEL YOUR APPOINTMENT



Sign In to Starfish

Username

Password

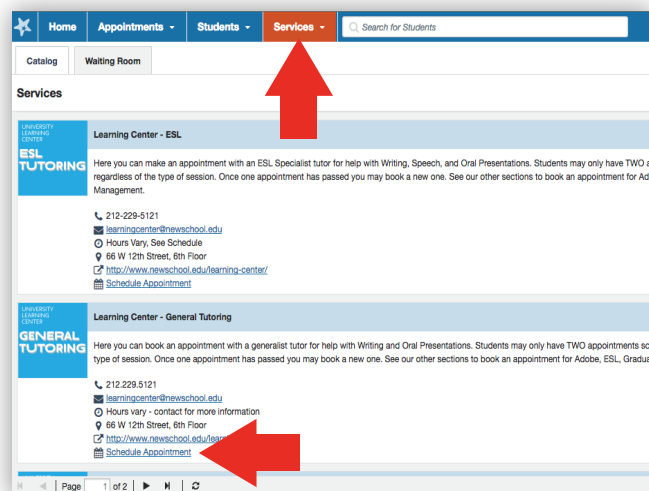
[Login](#) [Forgot password](#)

**3** Log in with your New School username and password.

Click “Services.” **4**

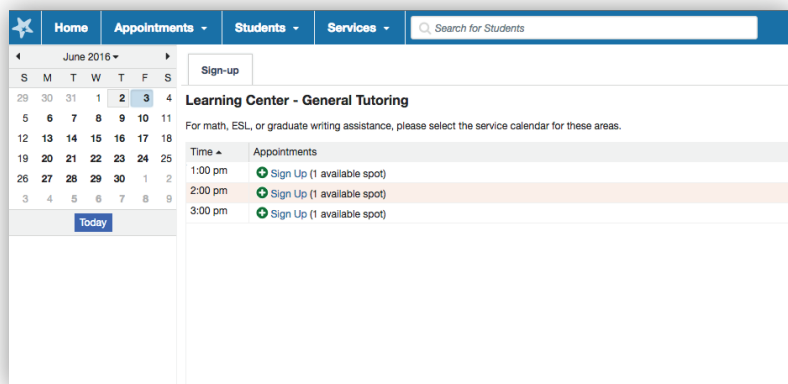
Click “Schedule Appointment” under your desired ULC service **5**

(Adobe, ESL, General, Graduate, Math, Time Management).



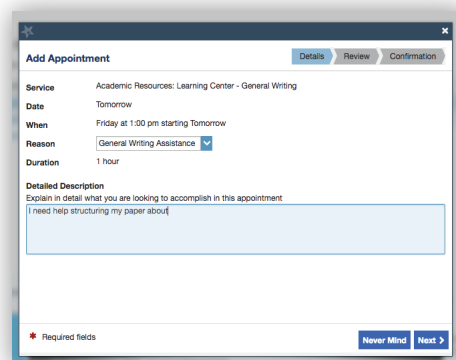
**6** Choose a date that works for you. **Bold** dates indicate available appointments.

**7** Click “Sign Up.”



Select the reason for your session and write a short description of what you want to work on. **8**

Click “Next.” **9**



The screenshot shows the 'Add Appointment' form. It includes fields for Service (Academic Resources: Learning Center - General Writing), Date (Tomorrow), When (Friday at 1:00 pm starting Tomorrow), Reason (General Writing Assistance), and Duration (1 hour). There is a 'Detailed Description' field with a placeholder text: 'Explain in detail what you are looking to accomplish in this appointment. (I need help structuring my paper about)'. At the bottom, there are 'Required fields' and 'Next >' buttons.

**10** On the final screen you must click “Schedule.” Check your New School email to ensure you recieved a confirmation.