CASA Writing Center: Make an Appointment

1. Click the Services button in the top navigation bar.

2. Scroll down to “CASA: Writing Center”, or use the search bar at the top right.

3. Click on the “Schedule Appointment” link at the bottom of the “CASA: Writing Center” block to go directly to the calendar of appointments.

4. After going directly to the calendar of appointments, use the small calendar on the left to quickly identify days with available appointments (available days will be shown in bold). Click the desired date on the small monthly calendar to display availability on that day.

5. Available time slots on the selected day will include a Sign up link. Click the Sign Up link associated with the desired time.

6. This opens the Add Appointment form. Complete the form by including an explanation of what you would like to accomplish during the appointment.

7. Click Submit to set the appointment. You will get an email with the appointment details and the appointment will be listed on your Starfish Dashboard.
change or cancel an appointment

upcoming appointments will be listed on your dashboard in the time line view (left column). click the edit icon ( ) to modify the detailed reason for the appointment or the cancel icon ( ) to cancel it. once canceled, you may go back to the “casa: writing center” calendar to make another appointment.

have questions or need help?
ally chisholm
achisholm@framingham.edu
508-215-5830