University Tutorial Program
Hofstra University

HOW TO SCHEDULE AN APPOINTMENT WITH A TUTOR

1. Go to https://my.hofstra.edu/ and use Hofstra username and password to log in.
2. Click on the my apps icon located on the top right of your portal screen
3. In the My Applications window, click on the TutorTrac icon.
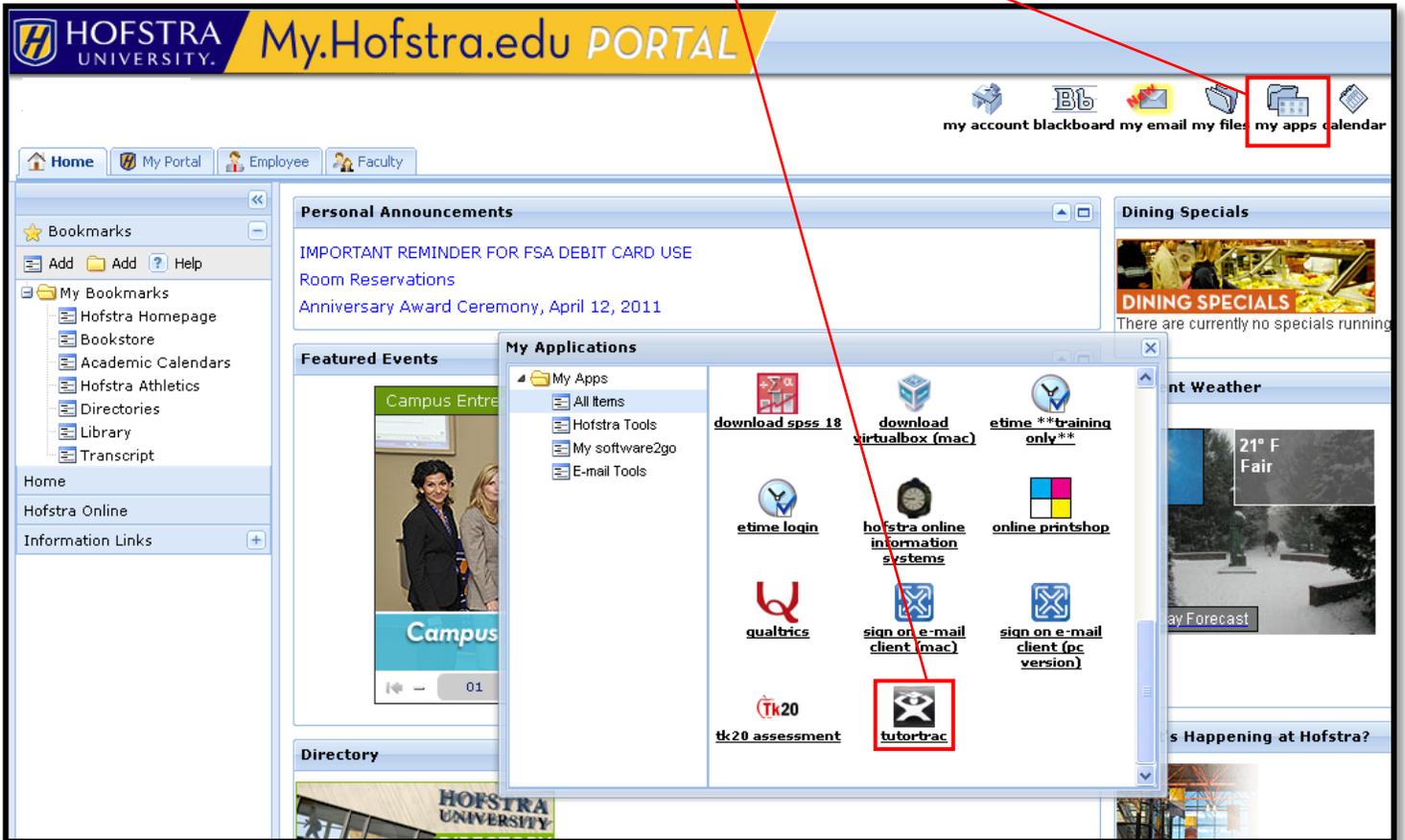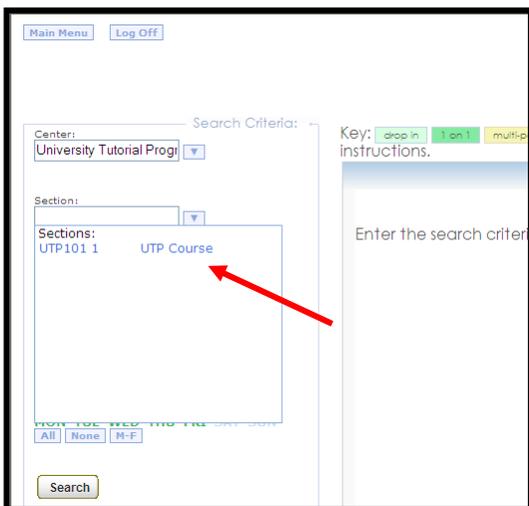
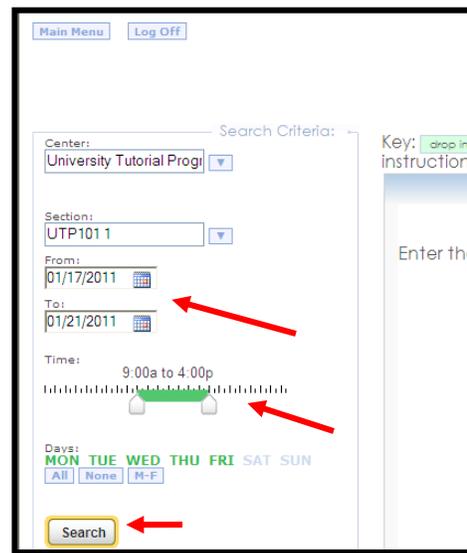

4. Click on Search Availability

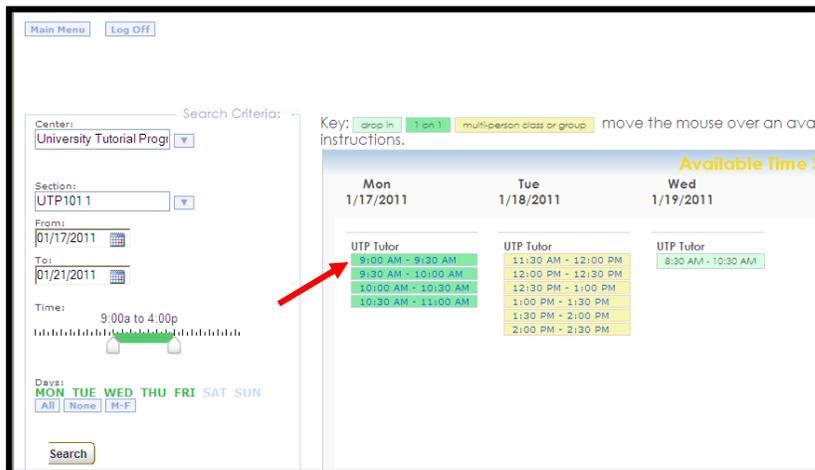5. In the "Center" field, choose University Tutorial Program
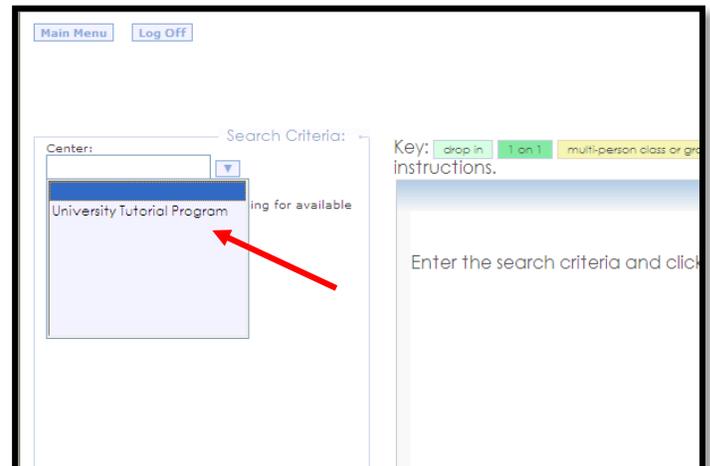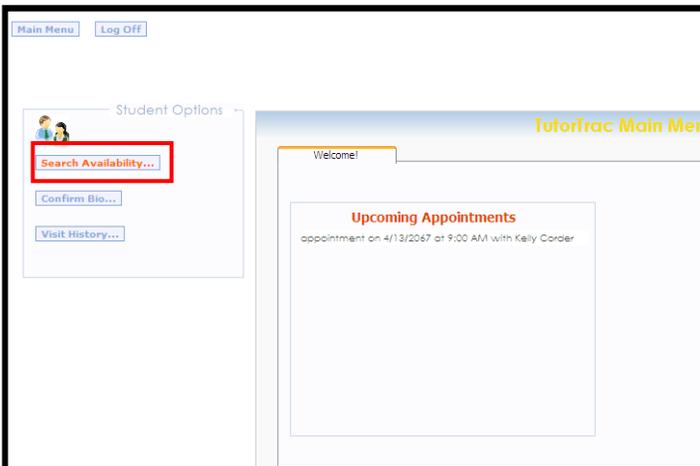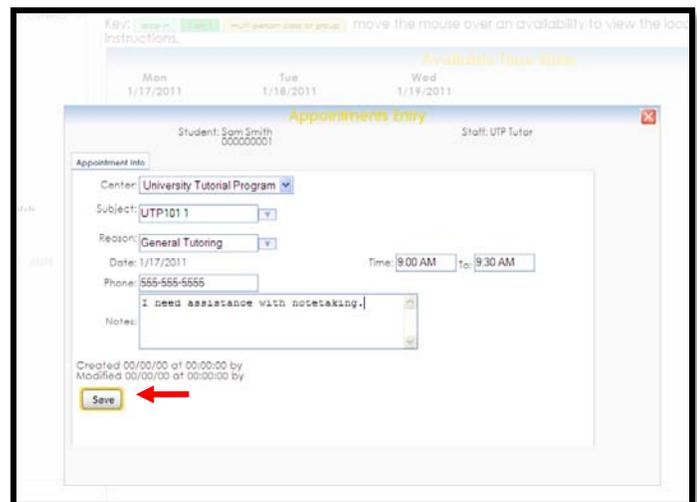
6. Select the Course

7. Choose a date range and click **Search**

8. Click on the time slot you would like to schedule

9. An Appointments Entry box will open. Provide a phone number so the tutor can contact you and provide any additional information in the Notes section. **Click SAVE.**

You have successfully scheduled your tutoring appointment! You will receive an email confirmation shortly. In addition, your tutor will contact you before your appointment (via email or phone) to let you know where your tutoring appointment will take place.

REMEMBER:

- Students are limited to 1.5 hours a week per class (Three 30 minute appointments)
- When reserving an appointment, the appointment types are color coded. You can also scroll over the appointment for more information:
  - Light Green= Drop In, no prescheduled appts.
  - Dark Green= One on One tutoring session
  - Yellow= Small group appointments

- If there are no available appointments, contact the UTP Office at 516-463-4953
- Students are encouraged to book appointments one week in advance
- Please see our webpage hofstra.edu/utp for information regarding UTP policies, including instructions on cancelling an appointment.
- By booking an appointment, students agree to all of UTP's policies.