How To Sign Up for CAE’s Small-Group Workshops

1. Log into My.Hofstra.Edu and click the Student Success Connect icon.
2. In Student Success Connect, set the term to the current semester, then click the Make an Appointment button.

3. Select Center for Academic Excellence as the appointment type.
4. Select your preferred workshop: Time Management or Study Strategies and click Next.

5. Select Center for Academic Excellence under location.
6. Leave Staff Member blank and click Next.
8. Select an available **workshop time** and click **Next**.

9. Review the **details** and include any **comments** or questions you have for the workshop facilitator.

10. Select **Send Me an Email** and/or **Send Me a Text** to receive a reminder, and click **Confirm Appointment**.

11. Make sure you see the message below and check your **Hofstra Pride email** for your appointment confirmation.