How To Schedule Tutoring Appointments

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 Undergraduate Tutorial Program as the appointment type.
4. Select Course-based Tutoring as the service and click Next.

5. Select Undergraduate Tutorial Program under location.
6. Choose a Course (only your current registered courses will appear).
7. You may select a specific tutor under Staff Member or leave this blank if you have no preference and click Next.
8. If a tutor is available for your course, select an appointment time and click Next.

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Appointment Times This Week

<table>
<thead>
<tr>
<th>Aug 29</th>
<th>Wed, Aug 30</th>
<th>Thu, Aug 31</th>
<th>Fri, Sep 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning 2 Available</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
<td>Morning 2 Available</td>
</tr>
</tbody>
</table>

Next »
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Note: You will only see available times for the next 7 days and cannot book appointments less than 48 hours in advance. You will not see times that overlap with your classes or other appointments you have scheduled.

If you do not see an available time, View Drop-in Times or Request Appointment. A member of our staff will be in touch if we are able to find an available tutor for you.

9. Review the Appointment Details and include your phone number and what you would like to discuss with your tutor in the Comments box.

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

```
Appointment Details
Who: Willie Hofstra with Kate Hofstra
Why: ACCT-101 FINANCIAL ACCOUNTING
When: Thursday, August 31
      4:15pm - 5:00pm
Where: Center for Academic Excellence
Additional Details
Is there anything specific you would like to discuss with your tutor?
Comments for your tutor:
Would you like to set a reminder?
[ ] Send Me an Email  [ ] Send Me a Text

Confirm Appointment
```

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

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Success! Your Appointment Has Been Created

Appointment Details
Who: Willie Hofstra with Kate Hofstra
What would you like to do now?
Create Another Appointment
```
How to Cancel Tutoring Appointments

Undergraduate Tutorial Program  |  3rd Floor Axinn Library  |  (516) 463-4002  |  utp@hofstra.edu

We encourage you to be considerate of our tutors, who are students themselves, and do your best to attend all scheduled appointments. When necessary, however, you may cancel appointments through Student Success Connect.

1. Log into My.Hofstra.Edu and click the Student Success Connect icon
2. Find Upcoming Appointment on the right hand side of the screen
3. Click on appointment and in the next window click Cancel My Attendance
4. Select a Reason, add Comments, and click Mark as Cancelled

To avoid penalty, cancel your appointment at least 24 hours in advance. You will be marked as a “No Show” if you cancel with less than 24 hours’ notice OR do not arrive to your appointment within the first 15 minutes.

Three “No Shows” on your record will prevent you from booking future tutoring appointments for the remainder of the semester.

For more details, visit hofstra.edu/utp or contact us:
Undergraduate Tutorial Program
Center for Academic Excellence
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UTP@hofstra.edu
hofstra.edu/utp

@HofstraCAE
HofstraAcademicExcellence