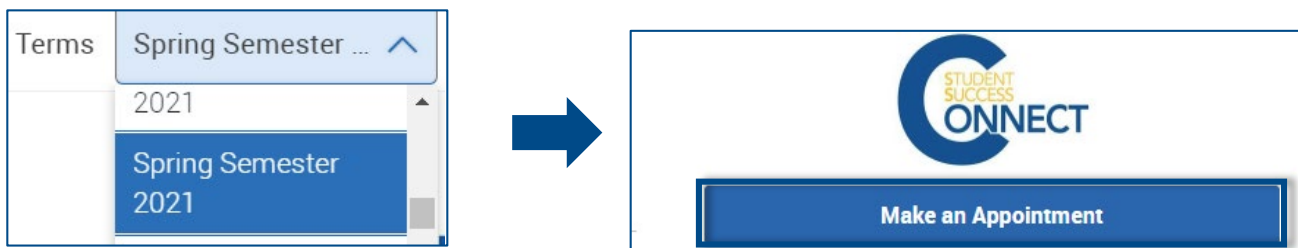


Scheduling Online Tutoring Appointments

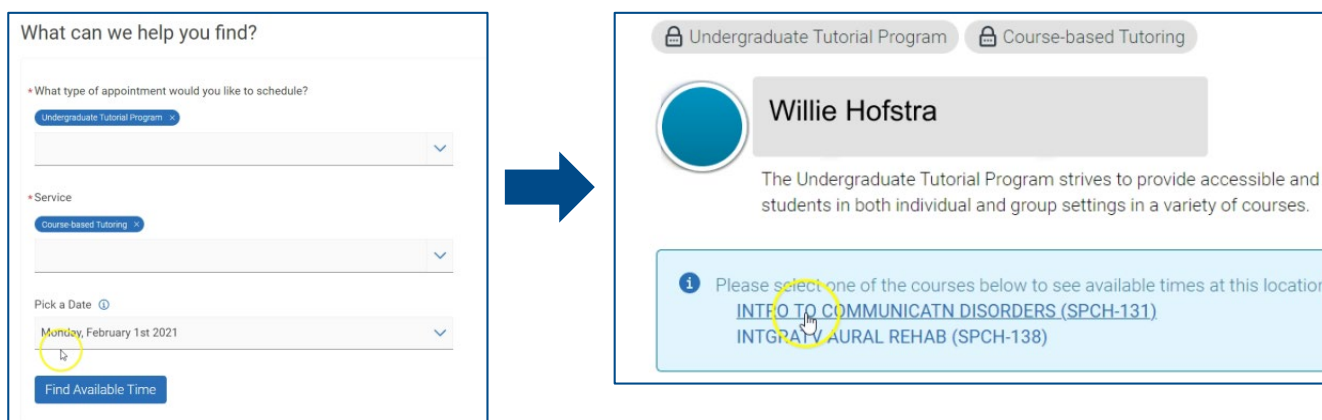
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For the Spring 2021 semester, all tutoring offered by the Undergraduate Tutorial Program will be held virtually through Zoom. Follow the instructions to make an appointment. *(If you are looking for tutoring in Biology, Chemistry, or Physics, please check your Blackboard Course Homepage for access to Group Tutoring.)*

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, select **Course-based Tutoring** as the service, **Pick a Date**, and click **Find Available Time**.
4. The next screen will show you tutors who are assigned to any of your courses. Click on a **Course** to view available appointments.

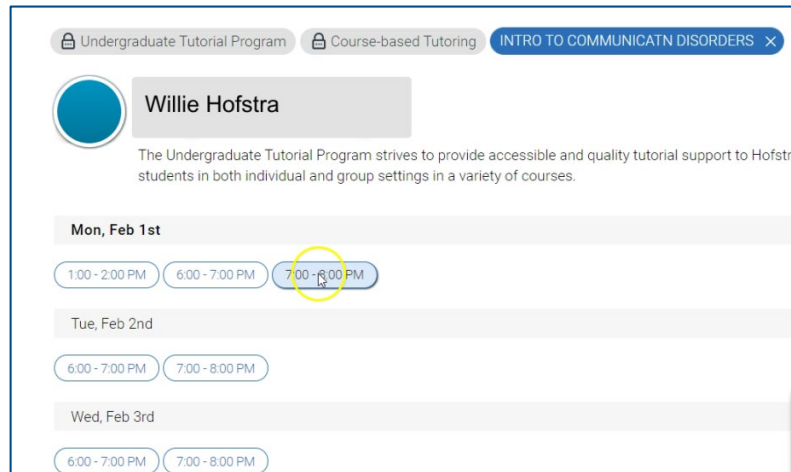


NOTE: The scheduler will only list courses **for which we offer tutoring appointments**. Many courses are tutored on a drop-in basis and will not appear in the scheduler, or may be offered by other departments on campus. To inquire about tutoring options for a course that is not listed in Connect, please email utp@hofstra.edu.

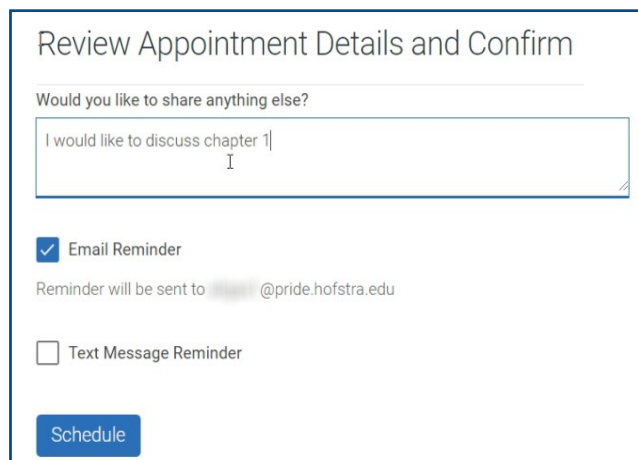
Scheduling Online Tutoring Appointments

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5. Select an available **appointment time** (note: only appointments for the next 7 days will appear).



6. Review the **Appointment Details** and in the **Comments box** include what you would like to discuss with your tutor.
7. Select **Email Reminder** and/or **Text Message Reminder**, and click **Schedule**.



6. Check your **Hofstra Pride email** for your appointment confirmation. Your tutor will contact you by email to share the corresponding **Zoom Meeting link**.

If you have questions or need further assistance, please contact The Undergraduate Tutorial Program at utp@Hofstra.edu.

Canceling Online Tutoring Appointments

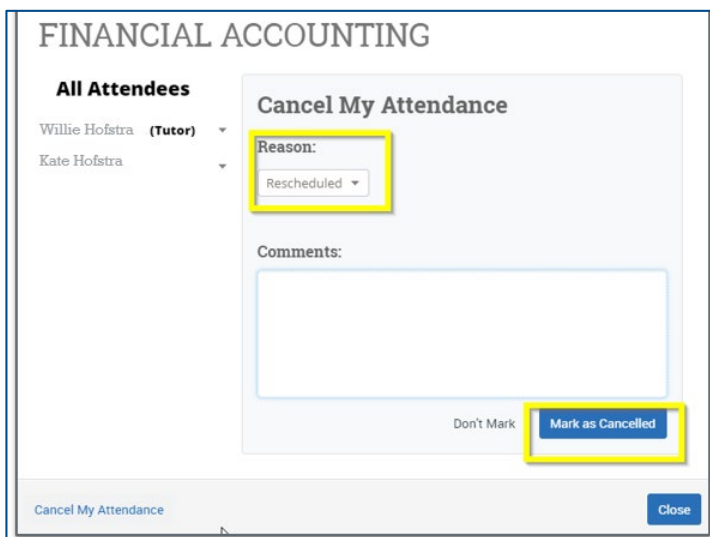
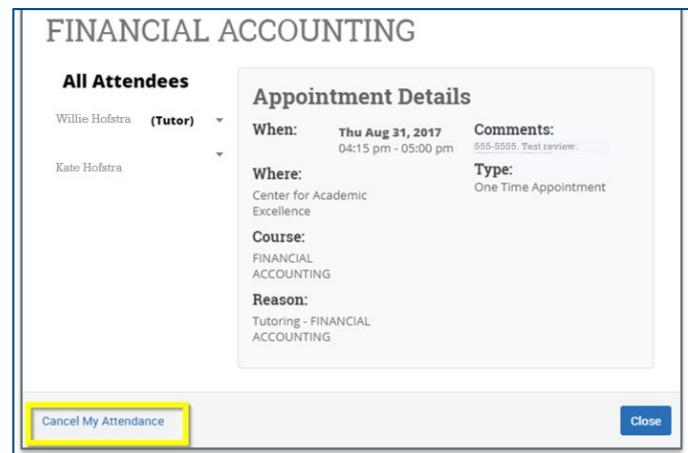
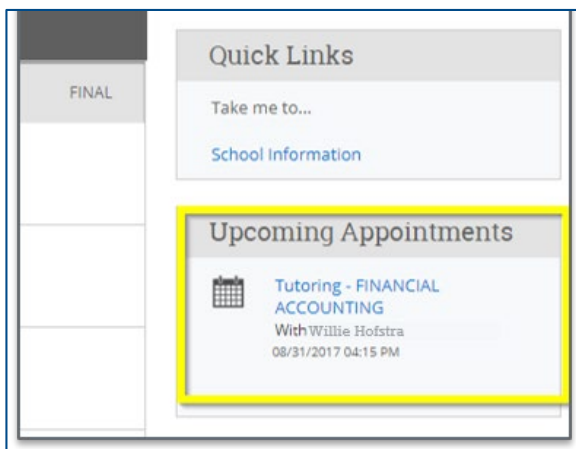
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Students may cancel tutoring appointments through **Student Success Connect**.

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**

We encourage you to cancel your appointment **at least 24 hours in advance** in case our tutors are able to schedule another student during that time.

If you forget to cancel your appointment and you do not sign into your Zoom Meeting within the first 10 minutes, our tutor will end the meeting and attempt to reach you. If they're unable to reach you, you will be marked as a **No Show** in our system. After **three No Shows**, the system will automatically issue a hold on your tutoring account. If this occurs, please contact UTP@Hofstra.edu to speak with a member of our staff.




For more details, visit www.hofstra.edu/utp

or contact us:
UTP@hofstra.edu or
 (516) 463-4002

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 Center for Academic Excellence**

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