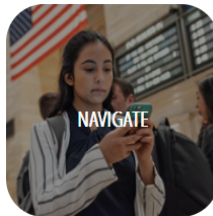


[HOFSTRA STUDENTS](#)

[EXTERNAL PARTNERS ONLY](#)

HOFSTRA STUDENTS:

1. Click on the Student Success Connect app on the homepage of your Hofstra Portal.



2. Click on the blue “Make an Appointment” button found in the top right corner.
3. For - “What type of appointment would you like to schedule?”
Please select- “Student Leadership and Engagement”
4. For - “Service”
Please select one of the following options:
 - a. One on One Meeting - If you are the president or president’s designee for monthly one on one meetings
 - b. Club/Organization Advising - If you are a member of an organization
5. For - “Pick A Date:
Please select a date and click “Find Available Time.” The next page will show you availability for the date you selected and future dates.
6. After clicking “Find Available Time” you will see photos in circles in the right hand column indicating how many staff members are available. Please click on “View individual availabilities” located directly underneath the pictures.
7. You should now see a list of available staff members. Please select either
 - a. Alexandra Federico (IFC & MFSC)

- b. Danielle Sconzo (NPC & PFC)
 - 8. After selecting a staff member, look through their availability and select a time slot that works for you.
 - 9. After selecting a time slot, please read through the instructions provided by the staff member on the new page
 - 10. For - "How would you like to meet?"
Please select your preferred style - "In Person" or "Virtual/Zoom"
 - 11. For - "Would you like to share anything else?"
Please write the reason for the meeting including any questions you may have.
-

EXTERNAL PARTNERS **ONLY**:

Please visit <https://calendly.com/alexandra-federico> to schedule an appointment with the Alex Federico, Assistant Director for Fraternity & Sorority Life.