

How to Schedule Appointments

Center for Academic Excellence | 3rd Floor Axinn Library | (516) 463-2000 | cae@hofstra.edu

Follow the instructions below to make an appointment with the **Center for Academic Excellence** for an academic consultation or a skills-based appointment.

1. Log into your Hofstra Portal or download the Navigate Student app on your mobile device
2. Click on the **Navigate** icon
3. Click “Make an Appointment”
4. Select **Academic Support Services**
5. Select the appropriate service
6. Click “Find Available Times”
7. Select an appointment
8. Review your selection and **enter a Comment** about what you want to discuss
9. Check the options to receive email and text message reminders
10. Click “Schedule”
11. Check your Hofstra Pride email for a confirmation
12. Your appointment will now appear on your Navigate homepage

Looking for Tutoring?

Our Undergraduate Tutorial Program is now using the **Nimbus Tutoring** app for appointments! Download it today and set up your account using your Hofstra Portal credentials to view available tutors.

Visit [Hofstra.edu/tutoring](https://hofstra.edu/tutoring) for more details.

