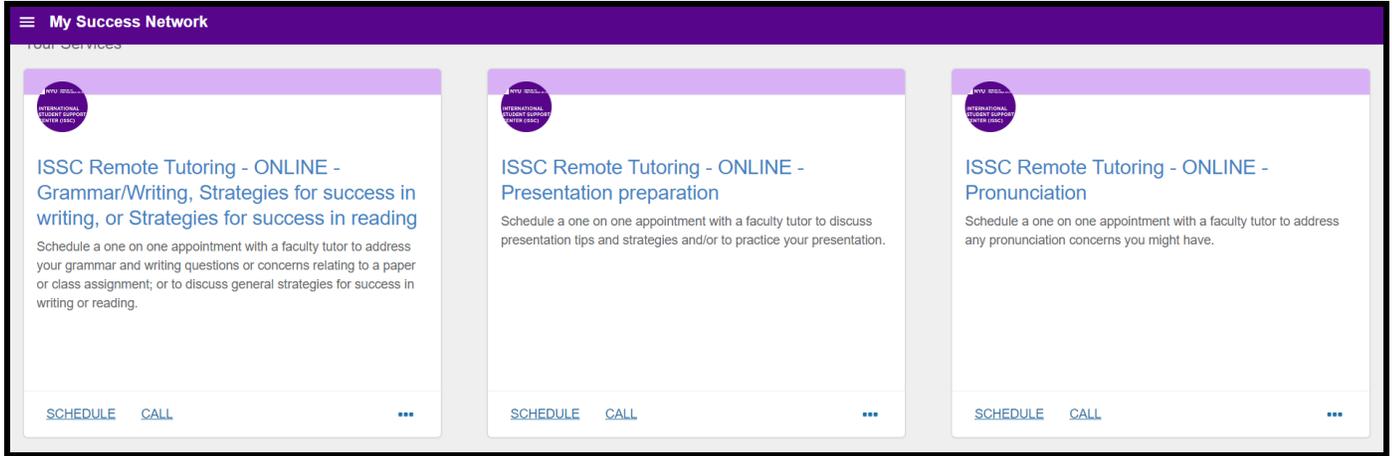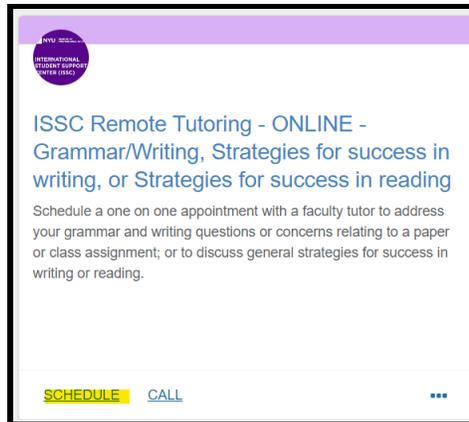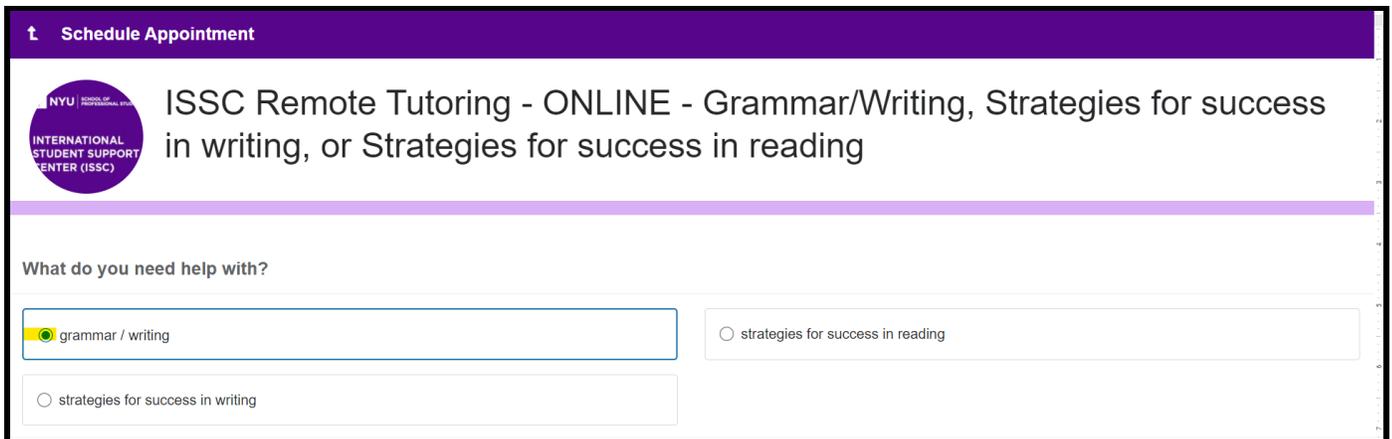# How to Schedule an Appointment with the ISSC

1. In **NYU Connect**, find the location and type of tutoring you are looking for.

2. Click **Schedule**

3. **Select** the specific topic you want to work on. Click **Next**.

4. **Choose** a date and time. Use the calendar on the left to search different days. Click **Next**.

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

| 09-20-2021 | → | 09-22-2021 |

Filter: All session types

September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Monday, September 20

○ 2:00 pm - 3:00 pm   60m

ISSC Tutor
Multiple appointment locations

5. For some sessions you will be prompted to select a location. Click **Confirm**.

Does this look correct?

Date and Time
Monday, September 20
2:00 pm – 3:00 pm

Reason for Visit
grammar / writing Change

If you want, tell us a little bit about what's going on so we can help

Team Member

ISSC Tutor

Location *

Choose a location

⊘ This field is required

Meeting Instructions
Please note that appointments begin on the hour and last for 50 minutes.

6. You will receive an email confirmation and a calendar invite to your session.

Canceling an Appointment

1. In NYU Connect, select "Upcoming".

2. Find the appointment you need to cancel and click **"Make a change** to this appointment".

3. Click on the "**Cancel** this appointment" link and confirm your cancellation on the following page.

▦ Dashboard

🏛 My Success Network

📅 Upcoming