How to Make an Appointment

1. Visit newschool.edu/learning-center.

2. Click “Schedule or Cancel Your Appointment.”

3. Log in with your New School username and password.

4. Click “Services.”

5. Click “Schedule Appointment” under your desired ULC service (Adobe, ESL, General, Graduate, Math, Time Management).

6. Choose a date that works for you. **Bold** dates indicate available appointments.

7. Click “Sign Up.”

8. Select the reason for your session and write a short description of what you want to work on.

9. Click “Next.”

10. On the final screen you must click “Schedule.” Check your New School email to ensure you received a confirmation.