How to Make a Tutoring Appointment

All tutoring appointments for the Office of Academic Support Peer to Peer Tutoring Program must be made in Accudemia more than 24 hours in advance. Appointments cannot exceed 2 hours per course, per week unless approved by the Director of Academic Support or recommended by the Course Director.

Follow these directions to schedule an appointment:

Logging in
1. Go to https://drexelmed.accudemia.net/Login.aspx
2. Drexel ID: Enter your DrexelOne ID (example: abc1234)
3. Password: Enter the SAME student ID (example: abc1234)
   Note* your password may be in all capital letters or lowercase. Try both when attempting to sign in for the first time.

Scheduling an Appointment
1. Click “Appointments” and select “New by Tutor”
2. Choose a day of the week for both the “From” and “To” box
3. Click the box titled “Subject Area” to search for a specific course
4. Make sure that you have “Office of Academic Support” or “All” selected from the drop down box titled “Center”
5. You may search for a specific tutor using the box titled “Tutor”, then click “Next”
6. On the next screen select the specific tutors name to view their available times
7. Select Date and Time. Only schedule one appointment per course. Make sure you select which course you wish to be tutored in by clicking the “[Select]” option next to “Courses”.
   • To change length of appointment: select the appointment (check box), click “Starts at” and “Ends at” (Remember you only get a maximum of two hours per course per week), click “Accept”.
Managing Appointments

1. Once you schedule your appointment, you will receive an e-mail to confirm the date, time and your tutor will email you with the specific location.

2. Log in at any time to view upcoming appointments by selecting “Appointments” and then “View All.” To reschedule or cancel an appointment, click the View List button. Appointments must be canceled in Accudemia MORE THAN 24 hours in advanced.

Please go to this address to view a video on how to schedule an Academic Tutor through Accudemia: http://webcampus.drexelmed.edu/OSA/AccudemiaStudentTutorial/AccudemiaStudentTutorial.html

Have a question? Please call 215-991-8264 or e-mail comtutoring@drexelmed.edu