How to Schedule an Appointment on Trac Cloud
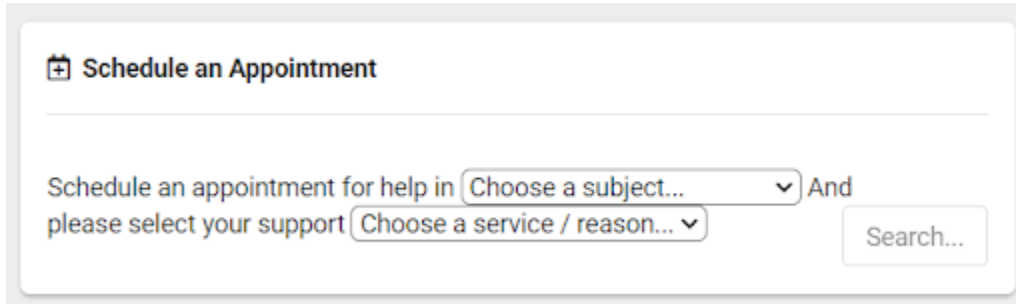
On the Trac Cloud dashboard, you will use the appointment search module(s) to find an appointment.

It's only 5 easy steps!

Step 1: Navigate your dashboard relevant to your needs.

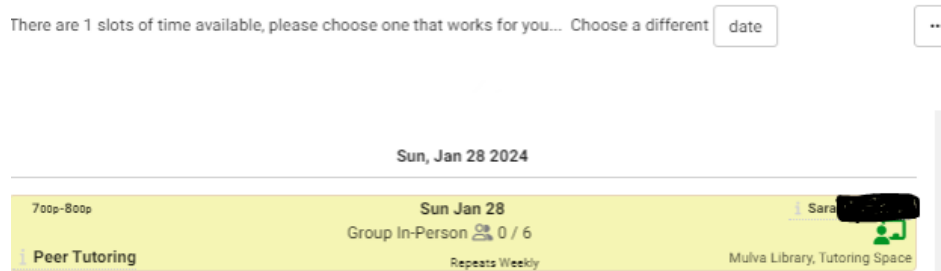NOTE: All students will have a search widget labeled "Schedule an Appointment."

Step 2: Select your course (Academic Coaching will show COAC-100, please choose that for that service) and the service you would like an appointment for, then click "Search."

Services available to you might include:

- **Academic Coaching** -- sessions to develop personalized success plans and academic skills (one-on-one)
- **Tutoring** -- content-based practice/Q&A sessions (small group, for a specific course/s)
- **Writing Center**-appointments are based on a wide variety of writing assistance (one-on-one)
- *Academic Peer Mentoring – N/A (no sign up required)*

Step 3: From the search results, you will select the reason for your appointment *(Writing Center will have questions to answer),* then select the day and time that works best for you (image below is what will populate).

A few tips:

- ○ The search results are color coded: **yellow** represents 'group' appointments, **green** represents 'one-on-one' appointments, and ***blue** represents 'drop-in' times (if applicable)*.
- ○ Click the breadcrumb button [...] on the top-right of your results to narrow to certain days, locations, types, etc.
- ○ Only available appointment times show up in your results-- however, if you walk away from your search results for more than a few minutes, be sure to refresh before booking!
- ○ If you accidentally schedule an appointment, be sure you cancel it so that it will be available to others.

If NONE of the times listed work for you, or you don't get any search results:

Tutoring: Please fill out a [Waitlist](#) Form (for times/days that do not work for you) or the [Interest](#) Form (for classes that are not listed). A staff member will get back with you, usually within 1-2 days.

Writing Center: Please reach out to writing@snc.edu

Step 4: Review the appointment details.

NOTE: Each center and/or staff person may have different options, so view the appointment details carefully to make sure you're scheduling the appointment you want!

Step 5: Click "Save" to book the appointment.

TracCloud will then email you with all the appointment details (we would suggest you add that appointment to your Google Calendar).

If there are any problems with scheduling within Trac Cloud please reach out to learning@snc.edu *and let us know the situation.*