How to Schedule a CPG Advising Appointment in TutorTrac

1. Log-in to TutorTrac using your UC username and password (https://lacscheduling.uc.edu)

2. To schedule a new appointment, click on the “Search Availability” tab on the left side of your screen.

5. Next, select Cincinnati Pride Grant Advising from the “Center” drop-down on the left side of your screen.
   - Select CPG Advising Appointment from the “Section” drop-down. **This step is required.**
6. Available appointments will appear on the right. Once you have selected a time that you would like, click on that time slot.

7. To finish scheduling your appointment:
   
   - Check to make sure the appointment occurs in the location you need.
     - Clifton Campus: 2441 French Hall West (Learning Assistance Center)
     - Blue Ash Campus: Muntz Hall Advising
   
   - Select your “Reason” from the drop-down options. **This step is required.**
   - Enter information about who referred you to our office.
   - Enter information about the reason for your appointment. This will help your CPG Advisor better prepare to meet with you.
   - Click “Save” to finalize your appointment. You will receive an email confirmation to your UC email address.

8. Arrive at the correct location at least 5 minutes before your appointment to check-in. **Remember to bring your UCID with you!**

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**How to Check or Cancel Your Upcoming Appointments:**

1. Log-in to Tutor Trac using your UC username and password. In the center of the screen, you will see a list of your upcoming appointments.

2. To cancel an appointment, click on the “X” following the appointment description.

   **Note:** Appointments cannot be cancelled online within 24 hours of their scheduled start time. Please contact the LAC front desk to cancel an appointment within 24 hours.

3. Enter a reason for your cancellation.

4. Select “Confirm Cancellation”

Contact the **Learning Assistance Center at (513) 556-3244** if you have questions or concerns about scheduling/managing your appointments.