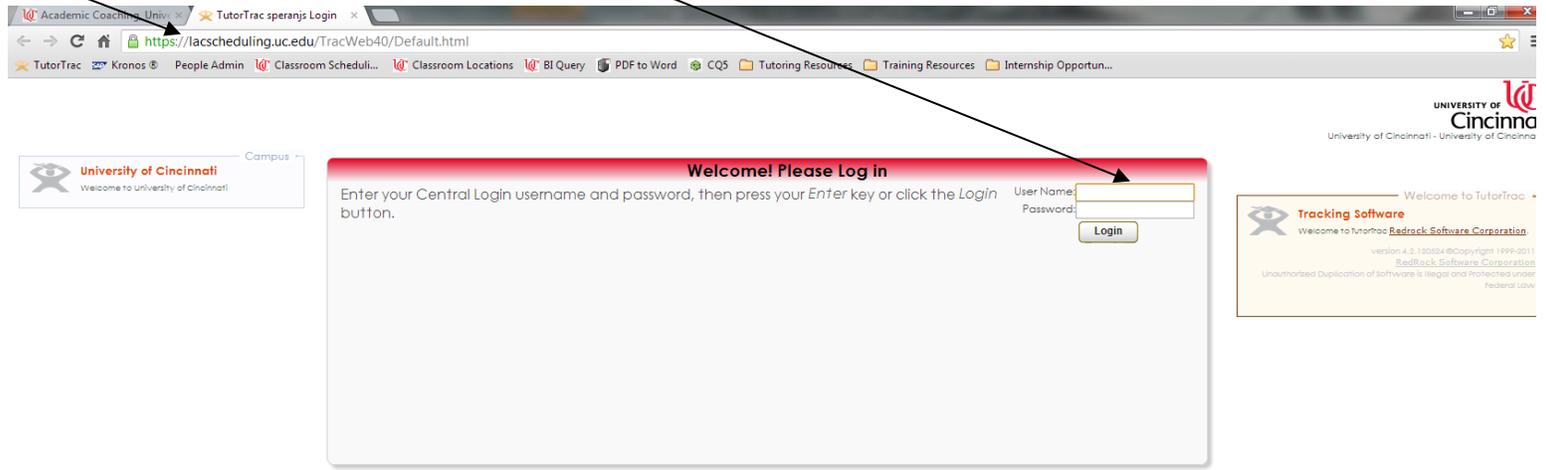
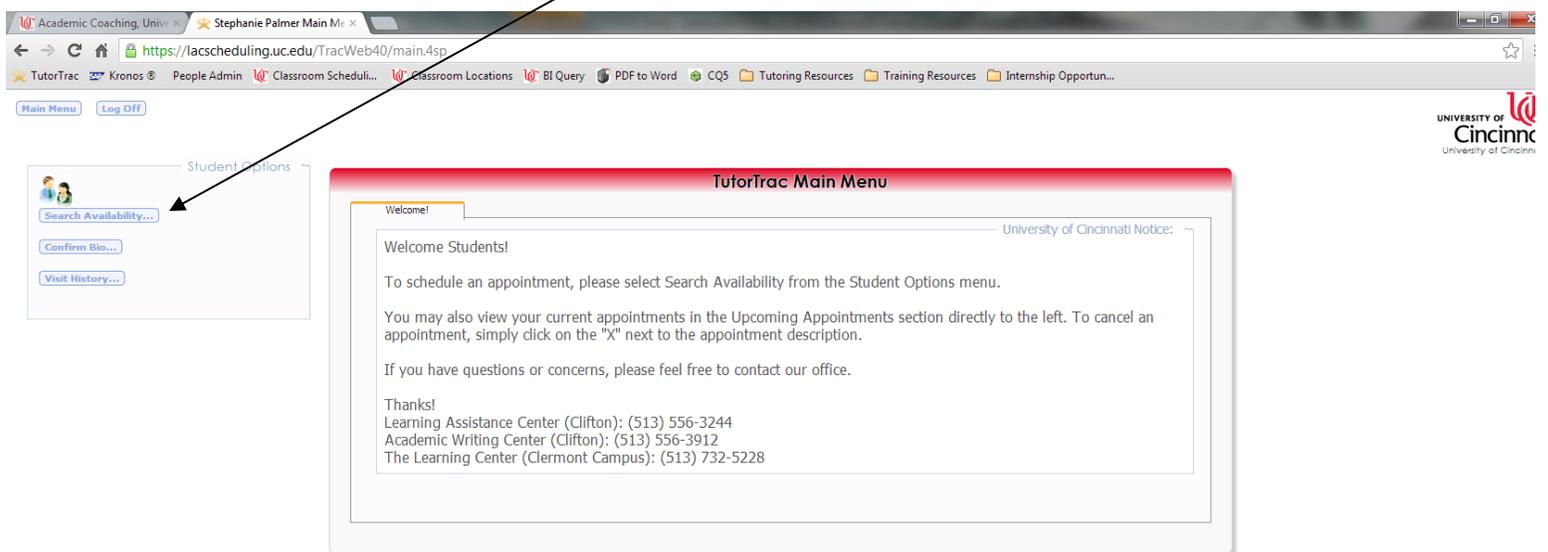


How to Schedule an Appointment in TutorTrac

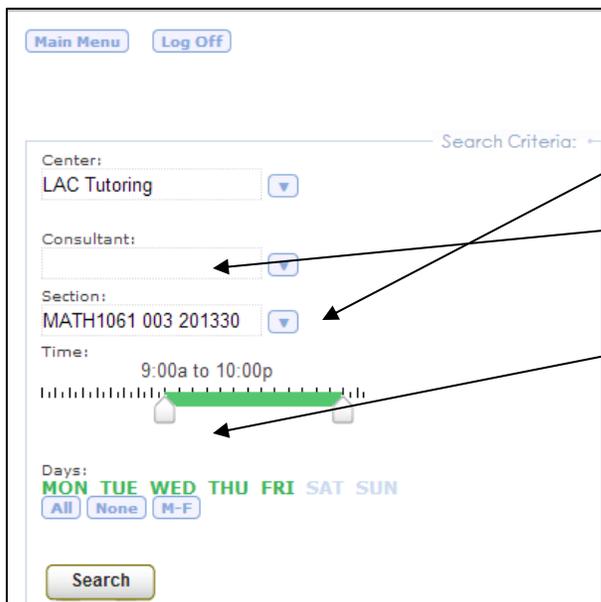
1. Log-in to Tutor Trac using your UC username and password (you can access this website directly at <https://lacscheduling.uc.edu>)



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



3. Next, select the appropriate service from the "Center" drop-down on the left side of your screen.



- a. Select the class you want to work on from the "Section" drop-down. **This step is required.**
- b. You can also select a specific tutor from the "Consultant" drop-down, if you would like. **This step is optional.**
- c. Use the time scroll to select your availability. Options shown in green will be included in the search. **Default selections will show all availability.**

Note: For Academic Coaching, the "Section" drop-down is limited to only "Coaching" and is not course-specific.

4. Your search will provide a list of available appointments organized by day and tutor.

a. All Academic Coaching and Academic Writing Center appointments are one hour in length.

b. Tutoring appointments may be 30 minutes, 60 minutes, or 90 minutes based on student need and tutor availability. Each appointment block is 30 minutes; duration may be edited during the next step.

5. Once you have selected a time that you would like, click on that time slot.

a. Select your “Reason” from the drop-down options. **This step is required.**

2. Next, chose your appointment length (30, 60, or 90 minutes) from the “Appointment Duration” drop-down. **This step is an option for Peer Tutoring only.**

3. Enter how you heard about our center in the “Who referred you” section.

4. Enter any notes for your tutor about the appointment. This could include specific content you wish to cover.

5. Click “Save” to finalize your appointment. You will receive an email confirmation to your UC email address.

6. Arrive at the Learning Commons (2510B French Hall West) or Academic Writing Center (401N Langsam Library) 10 minutes before your appointment to check-in. Remember to bring your UCID with you!

How to Check or Cancel Your Upcoming Appointments:

1. Log-in to Tutor Trac using your UC username and password.

You can access this website directly at

<https://lacscheduling.uc.edu>.

2. In the center of the screen, you will see a list of your upcoming appointments.

3. 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 appropriate office to cancel an appointment within 24 hours.

4. Enter a reason for your cancellation.

5. Select “Confirm Cancelation”

Contact the **Learning Commons at (513) 556-3244** or the **Academic Writing Center at (513) 556-3912** if you have questions or concerns about scheduling/managing your appointments.