How to use our Appointment Tutoring Schedule System.
This system helps you make tutoring appointments for many courses (Subject Tutoring) and all writing assignments (Writing Center).

All scheduled appointments will happen online (Eastern Time Zone) and your tutor will email you before the session with instructions.

Contents:
1. Making appointments
2. Checking scheduled appointments
3. Cancelling appointments
4. Contact information
How do I make an appointment for tutoring? (access ASC TutorTrac Scheduler)

- Log into your myUMBC account.
- Type the following URL umbc.go-redrock.com
- The system works well with any browser EXCEPT Internet Explorer
THIS IS YOUR MAIN SCREEN. From here, you can view all the tutoring schedules, reserve and manage appointments, and view your visit history.

To view the schedule of available tutors and make an appointment, click Search Availability.
From the Center drop-down menu, highlight the schedule you want to see.
Select the course for which you are seeking help from the Section drop-down menu.

**Click on Search.**
You can refine your search by Date, Time, Day(s) of the week.
All available tutoring appointments will appear on the screen.

<table>
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<tr>
<th>Center: Appointment Tutoring Sherman Hall 3rd floor</th>
<th>Search Criteria:</th>
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**Consultant:**

**Section:**

**ECON 101 03-2035 2198**

**From:**

**08/22/2019**

**To:**

**09/04/2019**

**Time:**

**0:00a to 11:59p**

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### Available Time Slots:

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Click on your desired appointment slot to open the Appointment Entry.
Enter your Cell Phone number if you want the tutor to be able to text you.

Enter any notes that might be helpful for the tutor to know in advance.

Be sure to Click SAVE.
You will receive an email, like the one below, from no-reply@tutortrac.umbc.edu

Dear [Student]

You have scheduled the following appointment:

Tutor: [Tutor’s Name]
Date: Thursday, November 21, 2019
Time: 10:00 AM
Subject: EDUC 313 01-8132 2198
Location: Online
If Weekly, read below

Appointment Start Date: 11/21/2019
Appointment End Date: 11/21/2019
On your main menu, you will see all your **Upcoming Appointments**, in the **Welcome!** view.
How do I cancel a session?

From your Main Menu, click on the X sign at the bottom of the appointment description.
Type in a reason then click on Confirm Cancellation.

NOTICE: This will only cancel one session at a time. If you need to cancel a weekly series, you need to contact us (tutoring@umbc.edu).
If you have any **tutoring** questions, contact us:
ASC Subject Tutoring: **tutoring@umbc.edu**
Writing Center Tutoring: **efick1@umbc.edu**

If you have other questions, contact: **academicsuccess@umbc.edu**