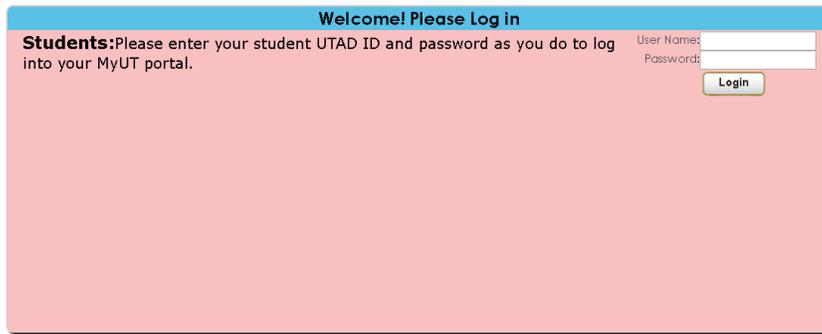


Registering for Appointments with the Academic Counselor

1. Log in to Tutor Trac <https://tutortrac.utoledo.edu/TracWeb40/default.html>



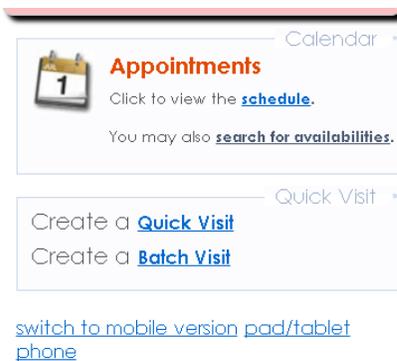
Welcome! Please Log in

Students: Please enter your student UTAD ID and password as you do to log into your MyUT portal.

User Name:

Password:

2. Search for availabilities



Calendar

Appointments

Click to view the [schedule](#).

You may also [search for availabilities](#).

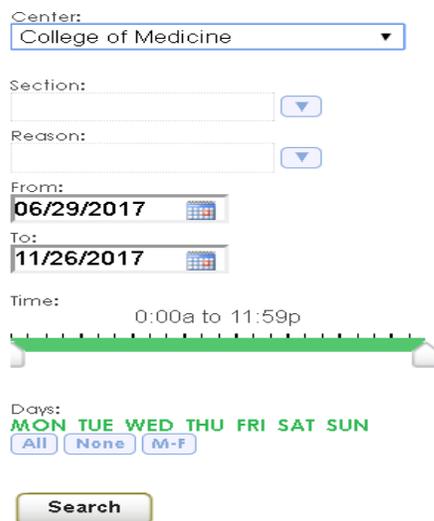
Quick Visit

Create a [Quick Visit](#)

Create a [Batch Visit](#)

[switch to mobile version pad/tablet phone](#)

3. Choose the Center, ie. your college. Choose Academic Coaching. Select the date range and Search.



Center:

Section:

Reason:

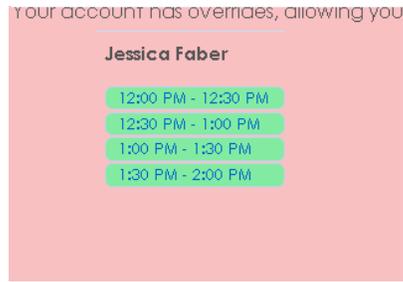
From:

To:

Time:

Days: MON TUE WED THU FRI SAT SUN

All None M-F



4. Choose the time.

5. Complete the **subject area** and the **what would you like covered** part of the form. This information is essential for proper preparation. Please leave the status and notes blank.

Appointment Info

Please make sure all information is correct.

Center: College of Nursing ▼

Subject: ▼

Reason: Academic Coaching ▼

Date: 7/1/2017

Status: ▼

Time: 12:00 PM To: 12:30 PM

What topics would you like to review?: ▼

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Automatically create the visit when this appointment is saved.
 Override and send confirmation when this appointment is saved.

6. Click Save

*You will receive a confirmation email and reminder about your appointment via email.

Please remember if you cannot make your scheduled appointment, contact Erin.Young@Utoledo.edu. Students who miss an appointment will receive a warning. If you miss a second appointment you will receive a professionalism point and need to talk to the Director of the Academic Enrichment Center, Mark Schrock, to discuss further.