

Directions for scheduling a Personal Academic Consultation appointment in TutorTrac

1. Go to <https://tutortrac.uncc.edu> and sign in using your NinerNet credentials.
2. After you sign in, you'll see your welcome page, click **Search Availability** located in the left side bar.
3. Next, in the drop-down box under *Center*, select **UCAE-Personal Academic Consultation**.
4. (optional) If you know a UCAE staff member you'd like to schedule an appointment with, select the name from the drop-down menu under *Consultant*.
5. Next, under *Section*, select Personal Academic Consultation.
6. (optional) Under the *Reason* field, select your reason for attending Personal Academic Consultation (i.e. reinstatement, course requirement, etc.).
7. **Leave the location setting blank** (selecting a location can cause an error, returning no results for open appointments).
8. Select **search** to see available appointments.
9. Once you find the appointment time you want, click the corresponding green box. Enter your **phone number** so that we can contact you if needed. Also enter any notes you'd like your consultant to know (ie: topics you'd like to review).
10. **Save** the appointment.
11. Once the appointment saves, you'll return to your home screen and you'll see the appointment listed under *Upcoming Appointments*. Finally, you'll receive an automated reminder email once the appointment has saved.