

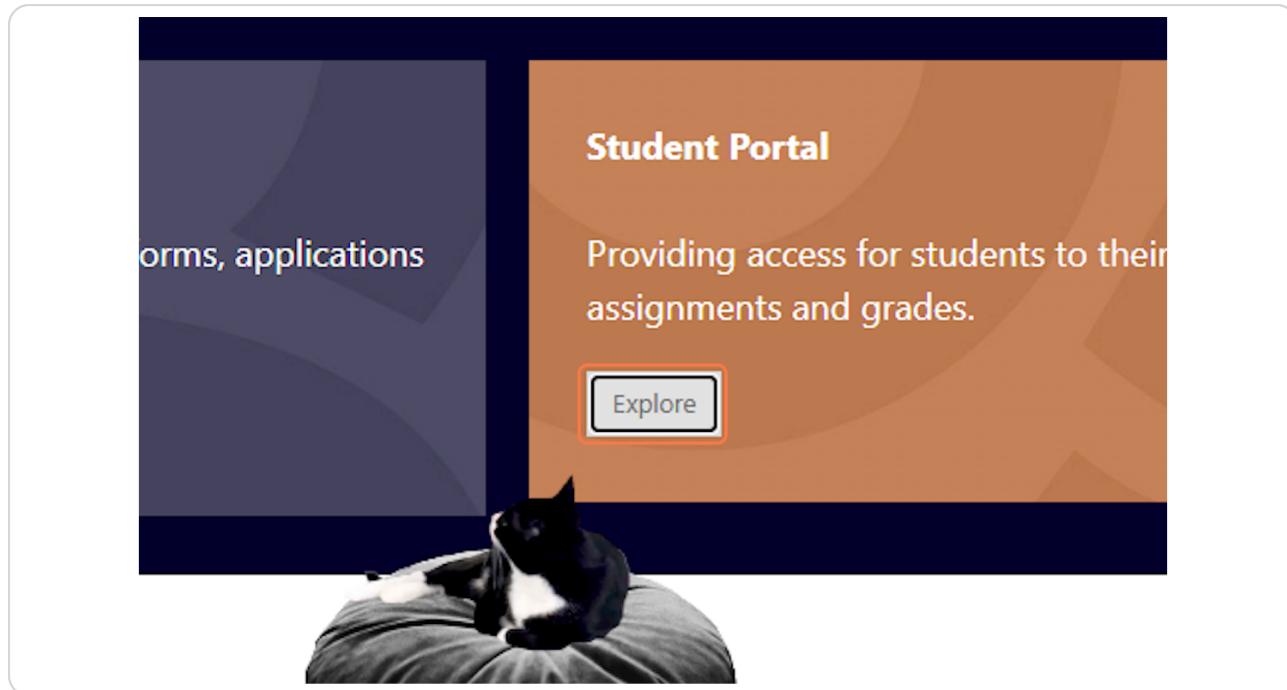
Scheduling Academic Coaching Appointment in TracCloud



Visit the Student Portal at my.hc.edu

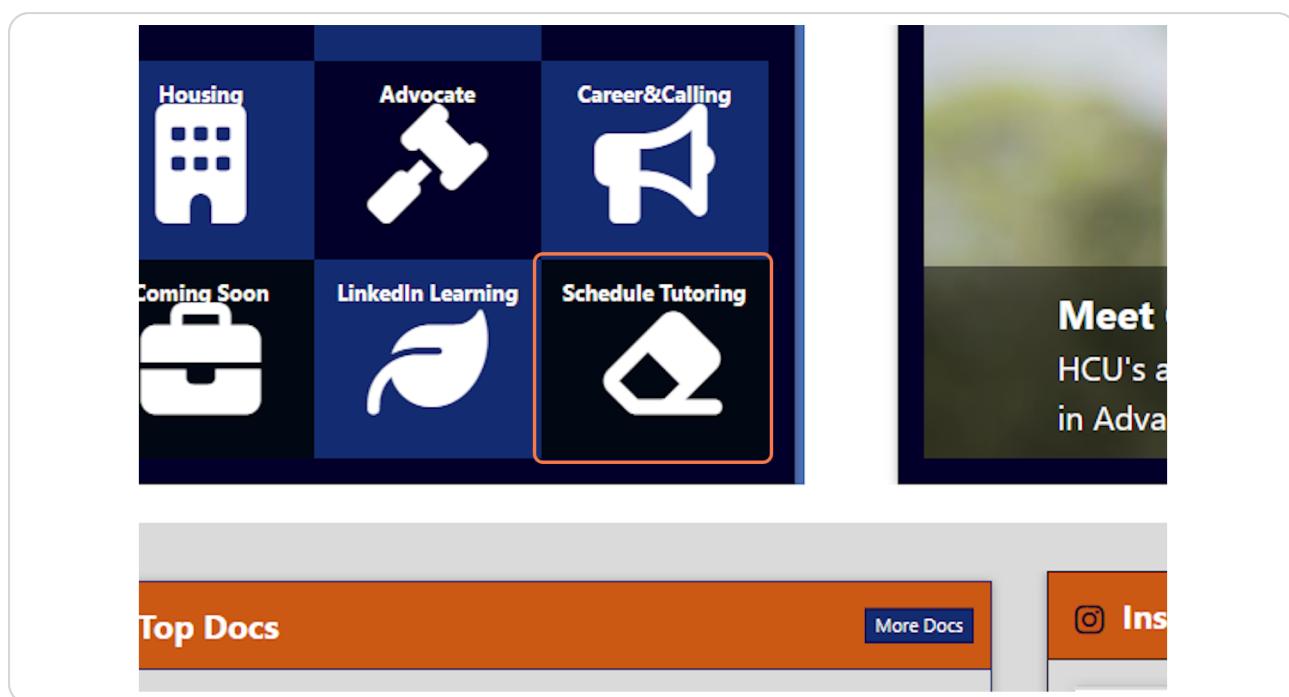
STEP 1

[Click on Explore Student Portal](#)



STEP 2

Click on Schedule Tutoring

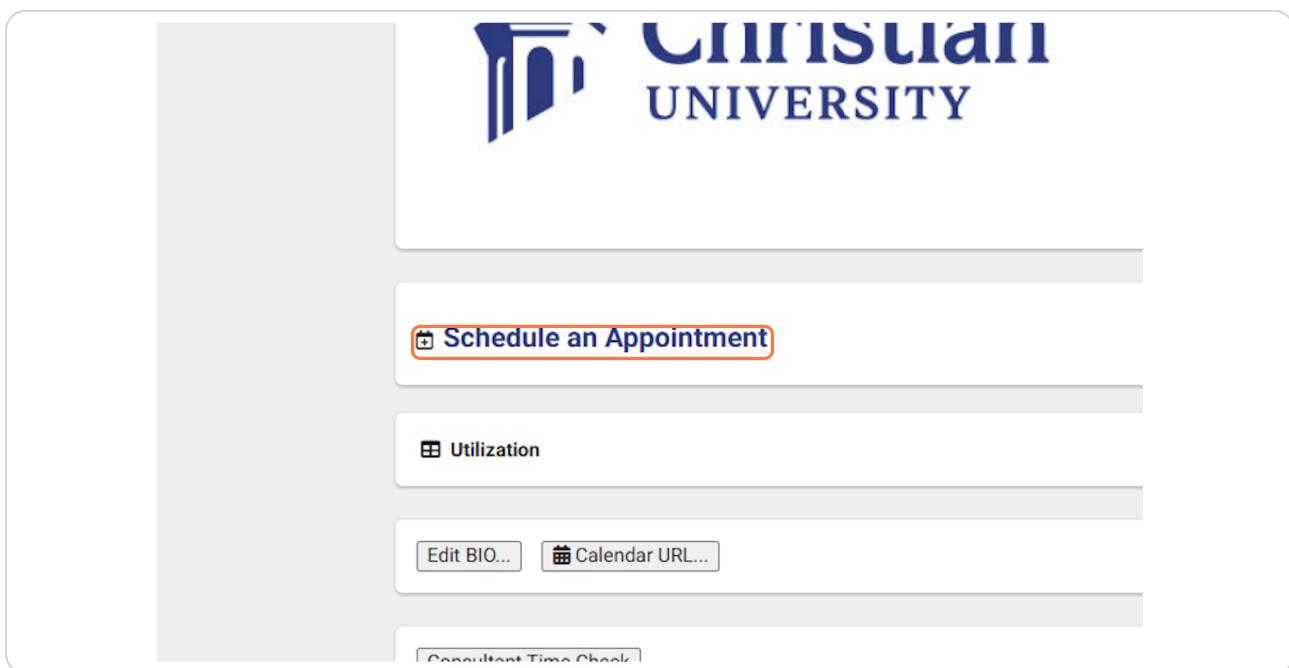


TracCloud | Redirecting...

6 Steps 

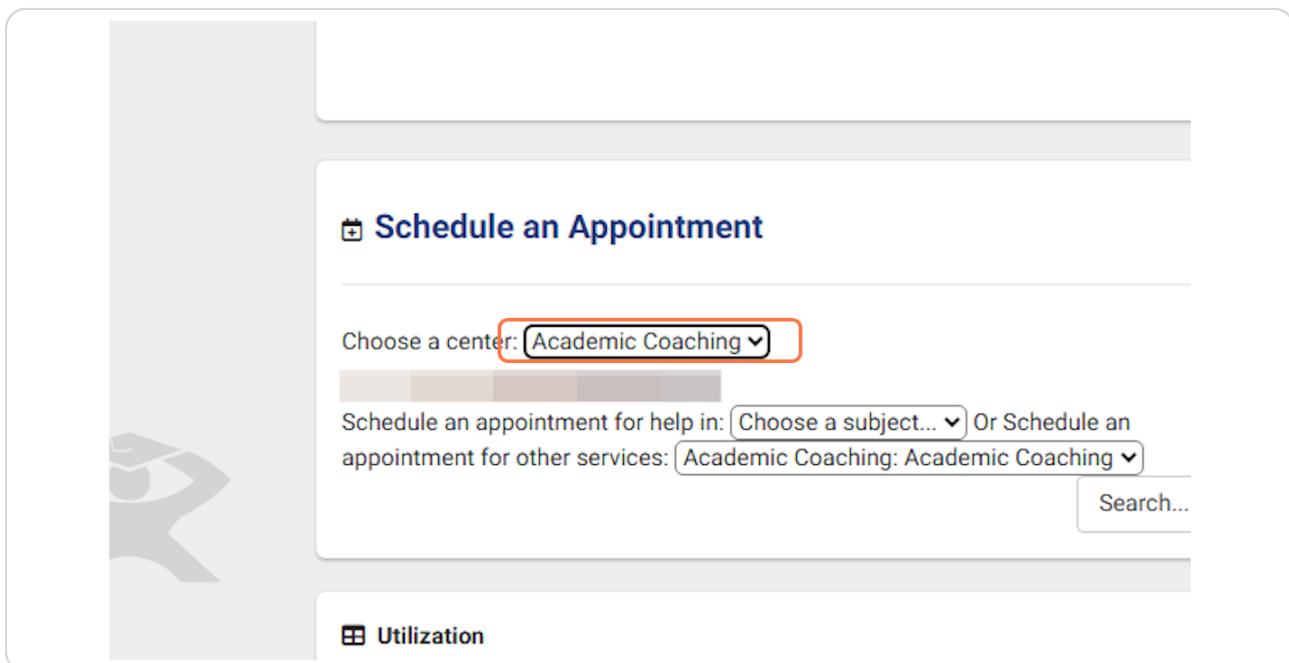
STEP 3

Click on Schedule Appointment to begin scheduling appointments



STEP 4

Select Academic Coaching



STEP 5

Click on Search...

The screenshot shows a search interface with a dropdown menu for 'Search in: Choose a subject... Or Schedule an Academic Coaching: Academic Coaching'. A red box highlights the 'Search...' button. To the right, a list of days is shown with the following text:
You have no appointments sche
Friday, Oct 17th
You have no appointments sche
Saturday, Oct 18th
You have no appointments sche
Sunday, Oct 19th
You have no appointments sche

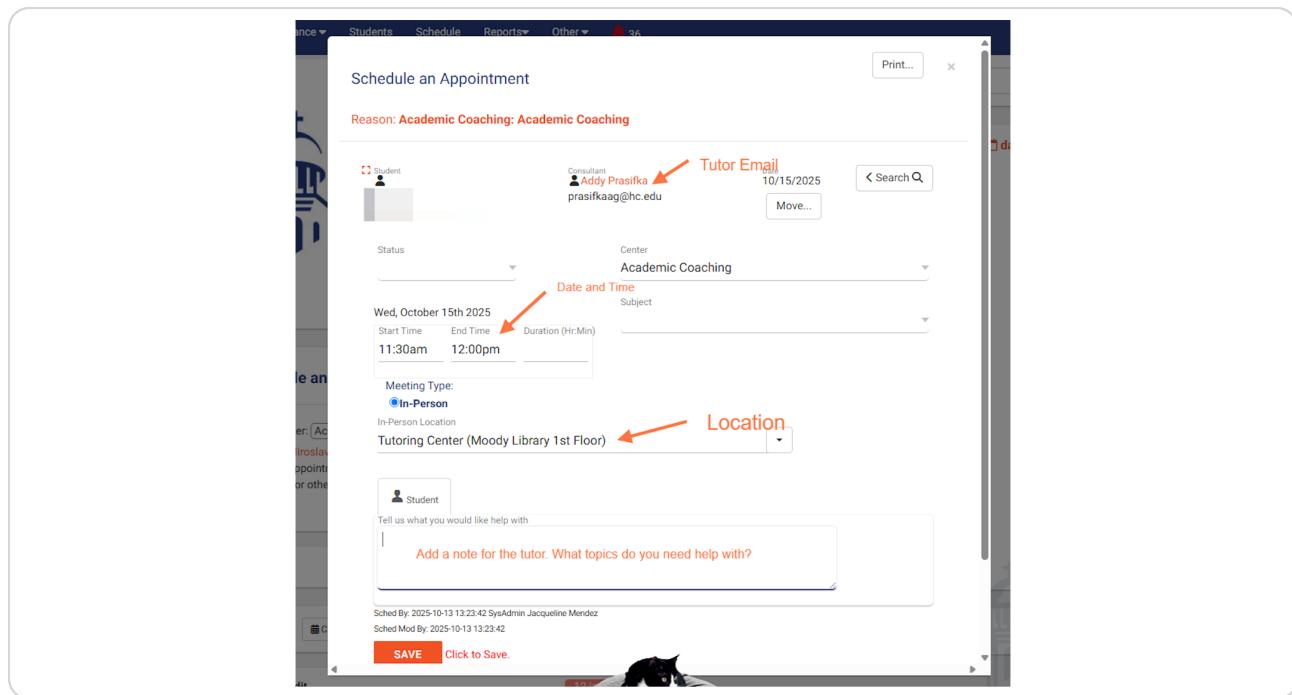
STEP 6

Select from available times

The screenshot shows a 'Schedule an Appointment' modal. The reason is set to 'Academic Coaching: Academic Coaching'. The date is set to '10/13/2025'. The available time slots for 'Wed Oct 15' are listed:
11:00a-12:00p (Academic Coaching, 1 on 1 In-Person, Addy Prasifka, Tutoring Center (Moody Library 1st Floor))
12:00p-12:30p (Academic Coaching, 1 on 1 In-Person, Addy Prasifka, Tutoring Center (Moody Library 1st Floor))

STEP 7

Appointment details



Schedule an Appointment

Reason: Academic Coaching: Academic Coaching

Student:  Addy Prasifka prasifkaag@hc.edu

Consultant:  Addy Prasifka prasifkaag@hc.edu

Date and Time: 10/15/2025

Center: Academic Coaching

Status:

Start Time: 11:30am

End Time: 12:00pm

Duration (Hr:Min):

Meeting Type: In-Person

In-Person Location: Tutoring Center (Moody Library 1st Floor)

Subject:

Location:

Notes: Tell us what you would like help with
Add a note for the tutor. What topics do you need help with?

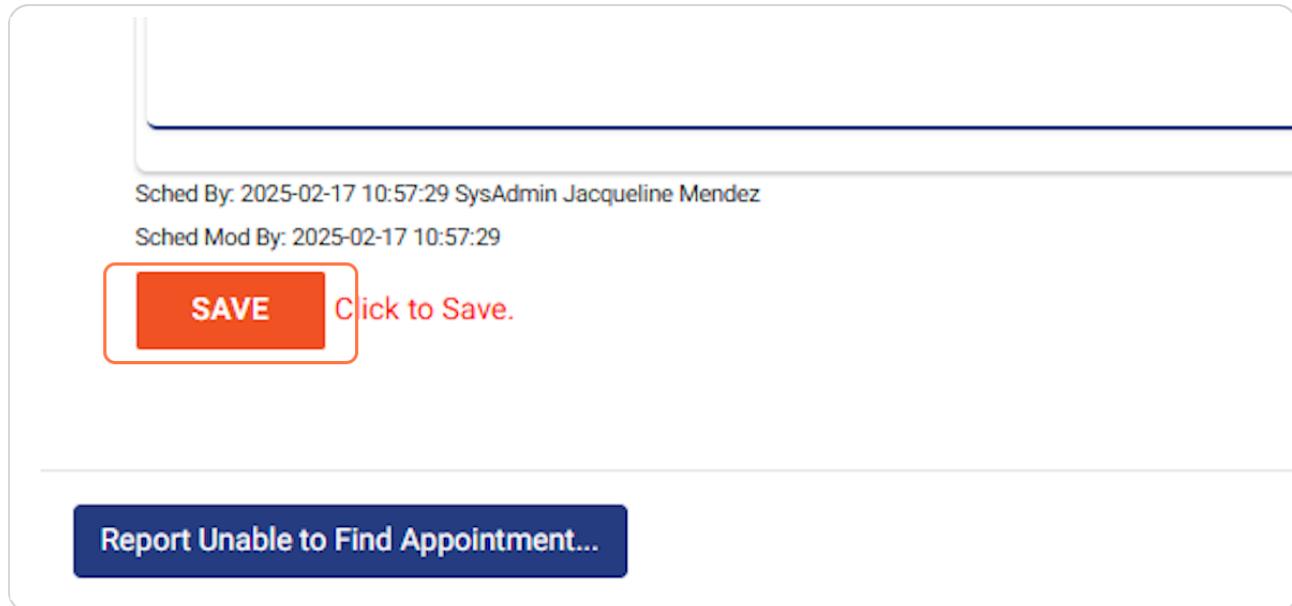
Sched By: 2025-10-13 13:23:42 SysAdmin Jacqueline Mendez

Sched Mod By: 2025-10-13 13:23:42

SAVE Click to Save.

STEP 8

Click on Save to confirm the appointment



Sched By: 2025-02-17 10:57:29 SysAdmin Jacqueline Mendez

Sched Mod By: 2025-02-17 10:57:29

SAVE Click to Save.

Report Unable to Find Appointment...