

# Scheduling Academic Coaching Appointment in TracCloud

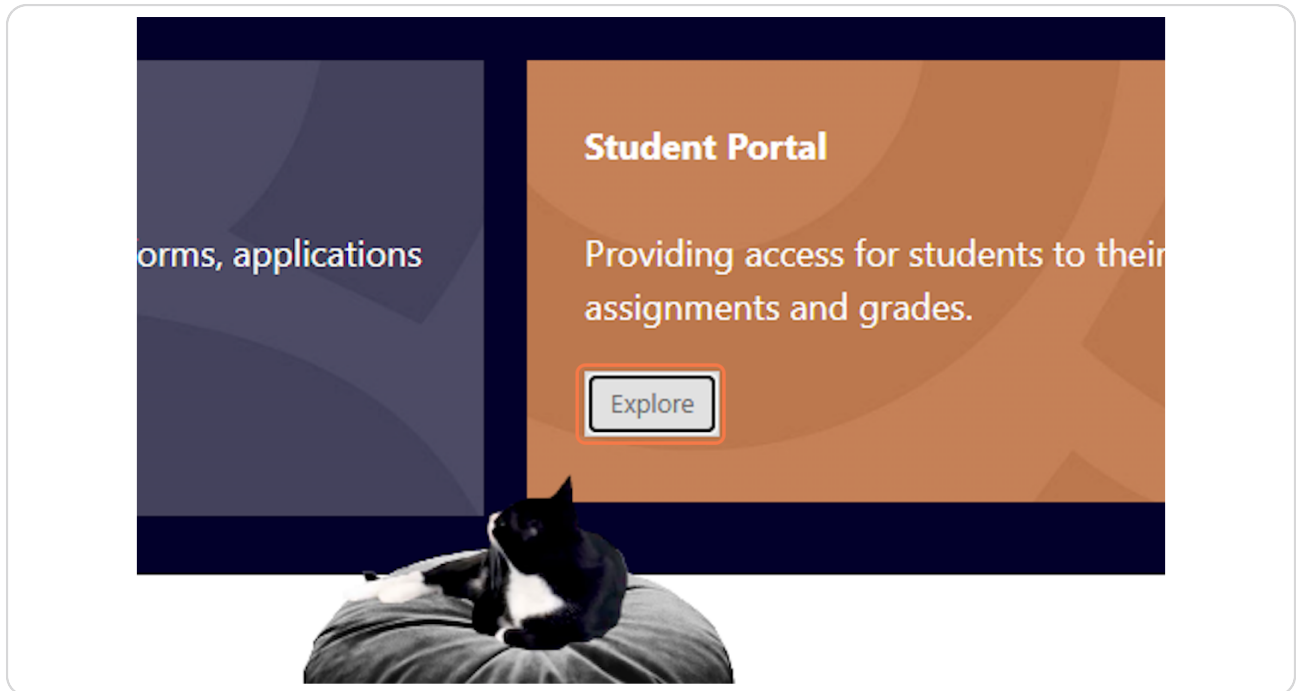


Visit the Student Portal at [my.hc.edu](https://my.hc.edu)

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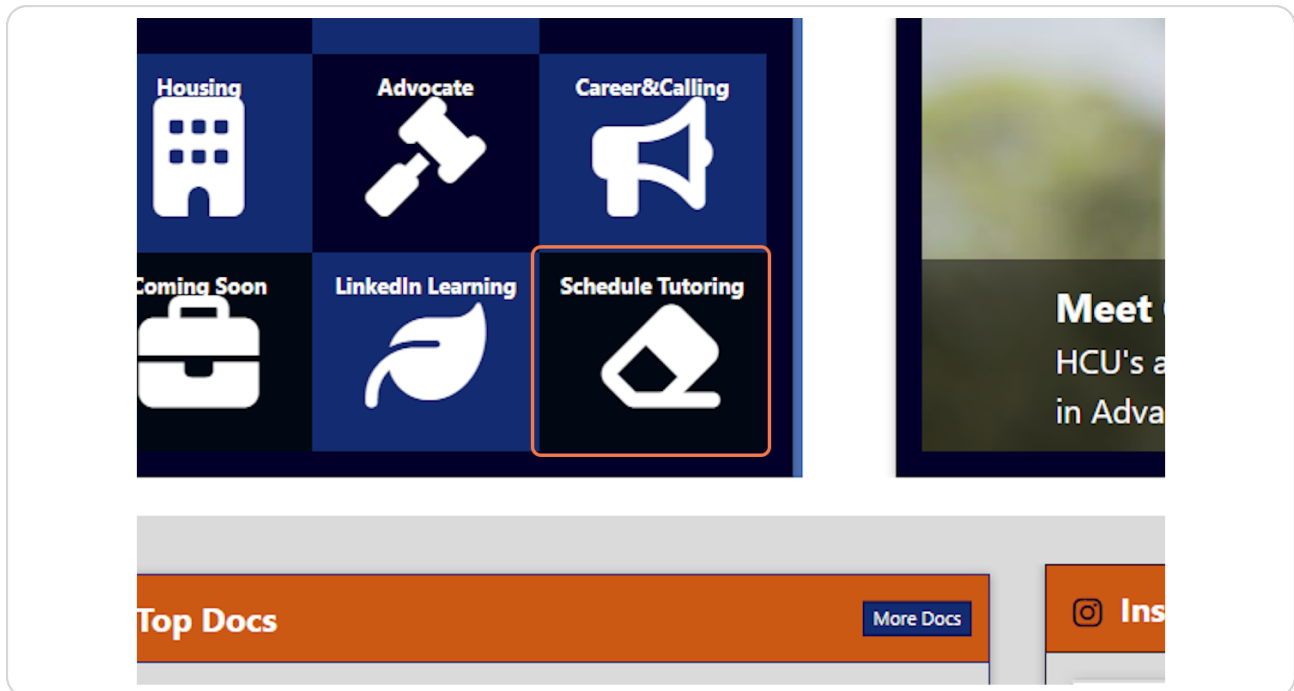
## STEP 1

### Click on Explore Student Portal



## STEP 2

Click on Schedule Tutoring

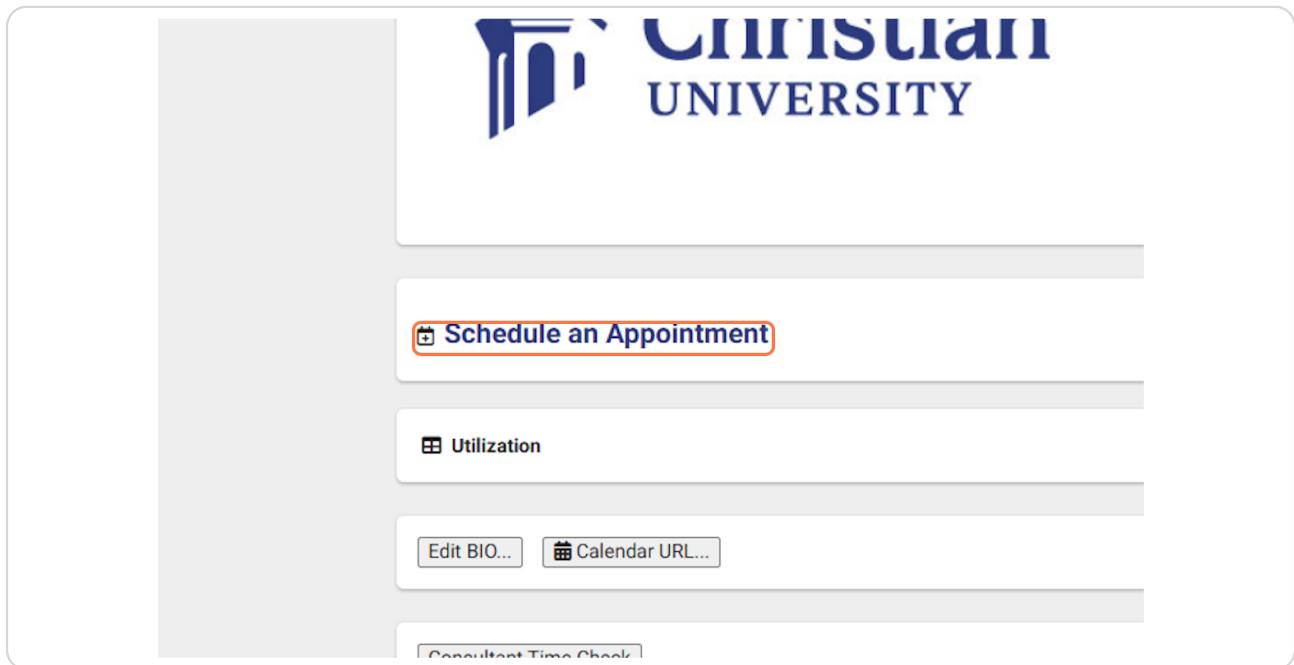


TracCloud | Redirecting...

6 Steps [↗](#)

### STEP 3

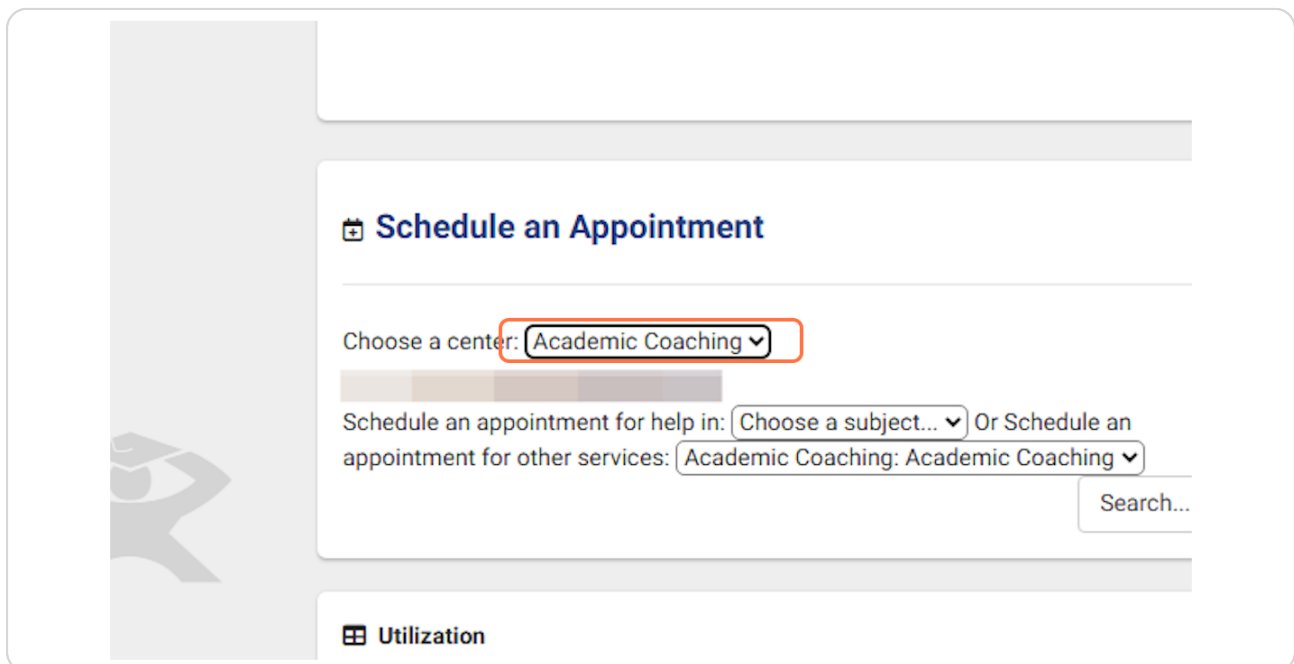
Click on Schedule Appointment to begin scheduling appointments



The screenshot shows the Christian University website. The header features the university's logo and name. Below the header, there is a sidebar on the left and a main content area on the right. In the main content area, the 'Schedule an Appointment' button is highlighted with a red box. Below this button, there is a 'Utilization' section and a 'Consultant Time Check' button.

### STEP 4

Select Academic Coaching



The screenshot shows the 'Schedule an Appointment' form on the Christian University website. The 'Choose a center:' dropdown menu is highlighted with a red box and shows 'Academic Coaching' selected. Below this, there is a section for 'Schedule an appointment for help in:' with a 'Choose a subject...' dropdown menu. To the right of this section is a 'Search...' button. Below the main form, there is a 'Utilization' section.

## STEP 5

### Click on Search...

The screenshot shows a web interface for scheduling appointments. On the left, there is a form with a dropdown menu labeled "Reason" with "Academic Coaching" selected. Below it, a text input field contains "Choose a subject..." and a dropdown menu labeled "Or Schedule an Academic Coaching: Academic Coaching" is also selected. A red box highlights a "Search..." button. On the right, a sidebar displays the dates "Friday, Oct 17th", "Saturday, Oct 18th", and "Sunday, Oct 19th", each followed by the text "You have no appointments sche". At the bottom right, there is a button labeled "Consultant Time Check".

## STEP 6

### Select from available times

The screenshot shows a "Schedule an Appointment" modal window. At the top, it says "Reason: Academic Coaching: Academic Coaching". Below this, it states "There are 2 slots of time available. Please choose one that works for you..." and "Choose a different date: 10/13/2025". The modal displays two time slots for "Wed, Oct 15 2025":  
1. 11:30a-12:00p: "Academic Coaching" (1 on 1 In-Person) by "Addy Prasifka" at the "Tutoring Center (Moody Library 1st Floor)".  
2. 12:00p-12:30p: "Academic Coaching" (1 on 1 In-Person) by "Addy Prasifka" at the "Tutoring Center (Moody Library 1st Floor)".  
Below the slots is a button "Load more for Thu, Oct 16 2025...". At the bottom, there is a "Report Unable to Find Appointment..." button and a "Close" button.

## STEP 7

### Appointment details

The screenshot shows a web form titled "Schedule an Appointment". At the top, there is a "Print..." button. Below the title, the "Reason" is set to "Academic Coaching: Academic Coaching". The form includes fields for "Student" (with a profile icon), "Consultant" (Addy Prasifka, email: prasifkaag@hc.edu), and "Tutor Email" (10/15/2025). A "Move..." button is next to the tutor email. The "Status" field is a dropdown menu. The "Center" is set to "Academic Coaching". The "Date and Time" section shows "Wed, October 15th 2025" with "Start Time" (11:30am) and "End Time" (12:00pm) fields, and a "Duration (Hr:Min)" field. The "Subject" field is empty. The "Meeting Type" is set to "In-Person". The "In-Person Location" is set to "Tutoring Center (Moody Library 1st Floor)". A red arrow points to this location field, labeled "Location". Below the location field is a text area for the student to "Tell us what you would like help with", with a prompt "Add a note for the tutor. What topics do you need help with?". At the bottom, there is a "SAVE" button and a link "Click to Save.". The footer shows "Sched By: 2025-10-13 13:23:42 SysAdmin Jacqueline Mendez" and "Sched Mod By: 2025-10-13 13:23:42".

## STEP 8

### Click on Save to confirm the appointment

The screenshot shows a confirmation screen. At the top, there is a blue header bar. Below it, the text "Sched By: 2025-02-17 10:57:29 SysAdmin Jacqueline Mendez" and "Sched Mod By: 2025-02-17 10:57:29" is displayed. A red box highlights the "SAVE" button, with the text "Click to Save." next to it. At the bottom, there is a blue button labeled "Report Unable to Find Appointment...".