Schedule a Tutoring/Academic Coach Appointment– Student Users

TutorTrac is an online database used by Academic Support Services to record student attendance and schedule appointments with certified tutors. Students are able to schedule an appointment with an Academic Advisor or a Tutor.

1. **LOG-IN**

   To access TutorTrac please go to the Learning Resource Center webpage then click on the Tutortrac icon: https://www.bmcc.cuny.edu/students/lrc/tutortrac/

   Click on **'Log into Tutortrac'** at the bottom of the screen

   Enter your BMCC computer login **username** and **password**

   Figure 1 – Log-in Screen

2. Click Search Availability

3. Then, click double arrows to select a Center

4. Next, select Section...select Date...click Search

5. Next, select Preferred Time Slot under a tutor

6. Next, click the down arrow next to Reason and select Tutoring

7. Next, to schedule recurring appointments, make sure the check box next to Weekly is checked

8. To receive text alerts for scheduled appointments, click Yes

9. To submit appointment, click Save

***Please Note: Perform these steps for every appointment. Time slots and availability are subject to change.

The LRC offers *FREE* tutorial group sessions and workshops for currently enrolled students. For more information please visit the LRC webpage at www.bmcc.cuny.edu/students/lrc/in-persontutoring/tutoring-schedule/

Or Contact;
Tutorial Program: (212) 220-1383
Online Tutoring: (212) 220-8359
Tutoring Email: lrctutoring@bmcc.cuny.edu
Online Tutoring Email: onlinetutoring@bmcc.cuny.edu