

How To: Make an Appointment With Your Academic Advisor

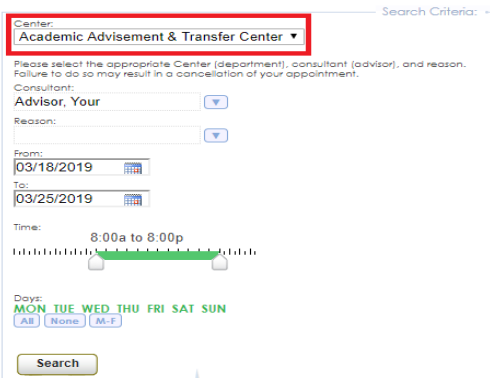
1. Using an internet browser, navigate to AdvisorTrac at: <https://bmcc.go-redrock.com>.
NOTE: AdvisorTrac web app is not optimized for all mobile devices. If you are unable to utilize the web app on your mobile device, use a desktop or laptop computer.

2. Log in with your **Username** and **Password**.
Enter your BMCC credentials as you would for campus computers, Wi-Fi or student email.

3. Under Student Options, click on **“Search Availability”**.

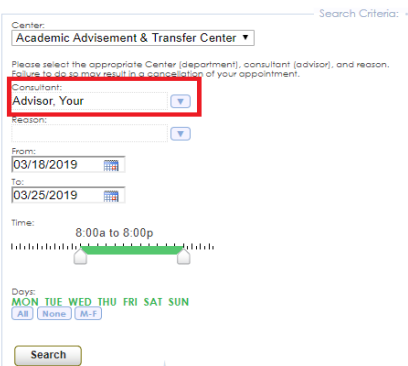


4. For Center, select **“Academic Advisement and Transfer Center”**.

A screenshot of the search criteria form. The 'Center' dropdown menu is selected to 'Academic Advisement & Transfer Center' and is highlighted with a red box. Below it are fields for 'Consultant: Advisor, Your', 'Reason:', 'From: 03/18/2019', 'To: 03/25/2019', 'Time: 8:00a to 8:00p', and 'Days: MON TUE WED THU FRI SAT SUN'. A 'Search' button is at the bottom.

5. For Consultant, select your **assigned academic advisor**.

The name of your advisor is emailed to you prior to the start of the early advisement period from the Academic Advisement and Transfer Center. Advisors' names are arranged alphabetically by last name.

A screenshot of the search criteria form. The 'Consultant' dropdown menu is selected to 'Advisor, Your' and is highlighted with a red box. The other fields are the same as in the previous screenshot: 'Reason:', 'From: 03/18/2019', 'To: 03/25/2019', 'Time: 8:00a to 8:00p', and 'Days: MON TUE WED THU FRI SAT SUN'. A 'Search' button is at the bottom.

6. Select your **date and time range**.

Advisors will make their schedules available in 2-week blocks. If you do not see an appointment slot available in the current week, please modify your range to include the next week. Then, click **Search**.

Center: Academic Advisement & Transfer Center

Please select the appropriate Center (department), consultant (advisor), and reason. Failure to do so may result in a cancellation of your appointment.

Advisor: Your

Reason:

From: 03/18/2019

To: 03/25/2019

Time: 8:00a to 8:00p

Day: MON TUE WED THU FRI SAT SUN

Search

7. Select from the **available time slots**.

Advisors' availability may vary. Please be sure to check your email for updates from your assigned academic advisor.

Room S108	Room S108	Room S108
9:30 AM - 10:00 AM	9:30 AM - 10:00 AM	9:15 AM - 9:45 AM
10:00 AM - 10:30 AM	10:00 AM - 10:30 AM	9:45 AM - 10:15 AM
10:30 AM - 11:00 AM	10:30 AM - 11:00 AM	10:15 AM - 10:45 AM
12:30 PM - 1:00 PM	11:00 AM - 11:30 AM	10:45 AM - 11:15 AM
	11:30 AM - 12:00 PM	11:15 AM - 11:45 AM
	2:00 PM - 2:30 PM	11:45 AM - 12:15 PM
	2:30 PM - 3:00 PM	12:15 PM - 12:45 PM
	3:00 PM - 3:30 PM	2:00 PM - 2:30 PM
	3:30 PM - 4:00 PM	2:30 PM - 3:00 PM
	4:00 PM - 4:30 PM	3:00 PM - 3:30 PM
		3:30 PM - 4:00 PM
		4:00 PM - 4:30 PM

NOTE: If you are not able to find an appointment slot that fits your schedule, contact your advisor via email for other advisement options (i.e. email, Skype, FaceTime, alternative times).

8. Select the **Reason** for your appointment. (If you wish, you may also add a note in the Notes box.) When you are done, click **Save**. An email confirmation will be sent to your BMCC email.

Appointment Info

Please select the reason for your visit. If your exact reason is not an option on the list, please select the reason closest to it.

Center: Academic Advisement & Transfer Center

Reason: Academic Advisement

Date: Academic Advisement 9:30 AM To: 10:00 AM

Recurring Appt Type: Change of Major

Major: General Question

Notes: Nontraditional Career Academic Advisement

Created 00/00/00 at 00:00:00

Modified 00/00/00 at 00:00:00

Save

9. **You're done! Be sure to arrive on time for your appointment.**

Before you meet your advisor, take some time to explore your major and career path on [Career Coach](#).

Assessment Careers Communities Work Opportunities

Welcome to BMCC Career Coach

Discover majors and in-demand careers and education based on your interests!

Take Career Assessment

Take a Career Assessment to learn about yourself and Career Coach will give you career suggestions based on your interests.

Take the Assessment

Browse Careers

Browse or search for careers and we will give you relevant data on wages, employment, and the training you need.

Search for Careers

Or Browse all Careers

Browse Communities

Browse or search for the available communities that lead to the career you want.

Search for Communities

Or Browse all Communities