



TutorTrac

TutorTrac is a software program that allows you to make your tutoring appointments on the Web. Your actual appointment will occur on the date and time and location you select in either E08L (LAC) or GG116 (PCC). Before logging in to TutorTrac you will need to get your user name and password by applying for tutoring (*each semester*) in either E08L (LAC) or GG116 (PCC).

To make an appointment:

Tutoring appointments are non-recurring. If you need to see your tutor again, please make a new appointment before leaving the Center.

Go to TutorTrac (<http://tutortrac.lbcc.edu>)

1. Log in with your user name and password.
2. Click on “Make Appointment” from the **Go To...** drop down menu.
3. When the **Availability Search:** screen opens
 - Click on LAC_ Tutoring or PCC_ Tutoring, depending on which campus you want for your appointment.
 - Click on the course in which you would like to receive tutoring assistance. Enter the date range you want your appointment to begin (EX: 01/23/08 to 1/30/08)
 - **Do Not** select a choice in the **Type:** field.
 - If you know which tutor you would like, you can select the name from the Tutor drop down menu. Otherwise just leave that blank.
 - Next, click “Search”.
4. Scroll to the bottom of the page to find the list of tutors who can tutor the course you requested and their hours of availability. Click on the time that best fits your schedule.

- If you see a notation similar to **G - ***, **LAC - 0/3**, that means that you will be sharing the appointment with other students. The first person to make this type of appointment will set the subject (such as **Math130**) and the notation will then read something similar to **G - Math130**, **LAC - 1/3**. You may schedule that time **ONLY** if you are taking the same subject. All other appointment listings are one-on-one with just you and the tutor.
5. This directs you to the Individual Appointment Information page. To confirm the time of the appointment, you **MUST** click “Save Appointment”. Once you click this button, you will be directed back to your Student Information page which will **display the date, time, location and tutor for your tutoring session**. At this point you can **Exit** the TutorTrac program.

To Cancel an Appointment:

If you need to cancel an appointment, please call the Tutoring Center at 562.938.4474 (LAC) or 562.938.3002 (PCC).

NOTE: If you do not appear for a scheduled appointment, you will no longer be allowed to make appointments online; instead, you will have to come in to the center.

To Edit Your Contact Information

If you need to update your contact information at any time, click on “Edit Information” in the **Go To...** drop-down menu on the main Student Information page. Once you have completed your updates, be sure to click “**Save**” so that your information will be saved in the system.