

## Directions for Scheduling an Appointment with a Dual Enrollment Advisor

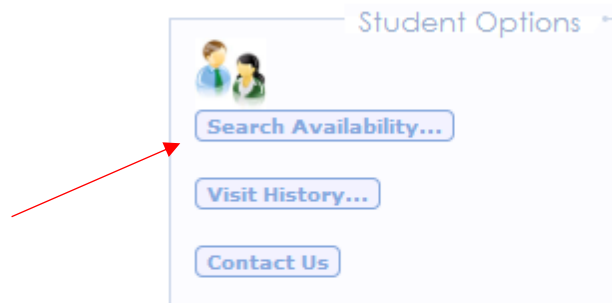
**Note:** Google Chrome is the recommended browser to use with the online appointment system.

1. Log in myShelton; click the *Student Tab*; under the Student Services heading, click *Meet with an Advisor*, or go to <https://trac.sheltonstate.edu>

Username: Shelton State User ID (a number beginning with a "A")

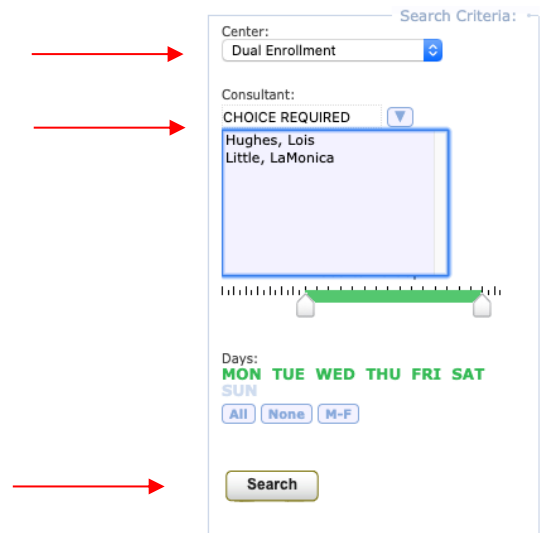
Password: 6-digit birthdate (mmddyy)

2. From *Student Options*, click **Search Availability**.



3. From *Search Criteria*:

- a. From the *Center* menu, select **Dual Enrollment** to schedule an appointment with a dual enrollment advisor.
- b. From the *Consultant* menu, select an advisor.
- c. **DO NOT** change the date range.
- d. **DO NOT** change the Time or Days.
- e. Click **Search**.



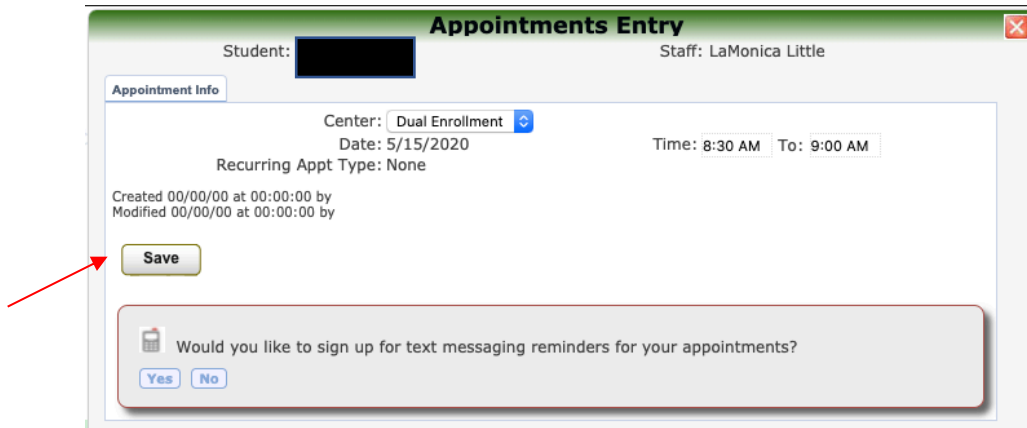
4. View Available Time Slots. Use the bottom scroll bar to see all available times.

The screenshot shows the Shelton State Community College website interface. At the top right is the college logo. Below it is a search area with the following fields: Center (Dual Enrollment), Consultant (Little, LaMonica), From (05/14/2020), To (09/11/2020), Time (7:00a to 10:00p), and Days (MON, TUE, WED, THU, FRI, SAT). A search button is located below these fields. To the right of the search area is a key: drop in, 1 on 1, multi-person class or group. Below the key is a scrollable area titled "Available Time Slots:" with columns for Thu 5/14/2020 and Fri 5/15/2020. The Thu column shows a single slot for LaMonica Little from 5:35 PM to 6:05 PM. The Fri column shows seven slots for LaMonica Little from 8:30 AM to 12:00 PM. A red arrow points to the bottom scroll bar of the available time slots area.

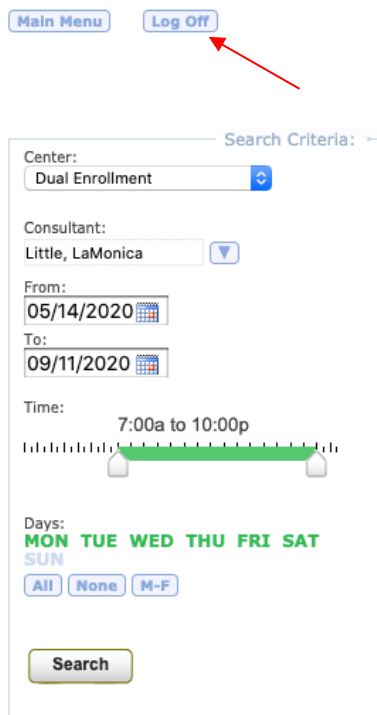
5. Select a time by clicking on the session time you would like to schedule.

This is a close-up of the "Available Time Slots:" section. It shows two columns: Thu 5/14/2020 and Fri 5/15/2020. Under Thu, there is one slot for LaMonica Little from 5:35 PM to 6:05 PM. Under Fri, there are seven slots for LaMonica Little: 8:30 AM - 9:00 AM, 9:00 AM - 9:30 AM, 9:30 AM - 10:00 AM, 10:00 AM - 10:30 AM, 10:30 AM - 11:00 AM, 11:00 AM - 11:30 AM, and 11:30 AM - 12:00 PM. A red arrow points to the 8:30 AM - 9:00 AM slot on Friday.

6. Click **Save** when *the Appointment Entry* screen appears.



7. Click **Log Off**.



8. You have scheduled an appointment with a dual enrollment advisor. You will receive a confirmation email shortly.

## Canceling and/or Rescheduling an Appointment

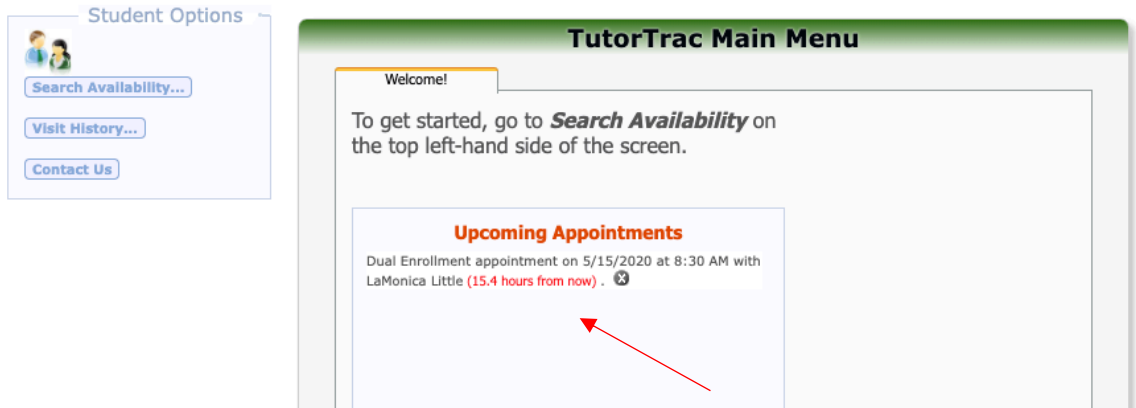
**Note:** You must first cancel your existing appointment to another appointment. Once you cancel your existing appointment, you can reschedule another appointment by following the instructions for “Directions for Scheduling an Appointment with a Dual Enrollment Advisor”.


1. Log in myShelton, click the *Student* tab, under the *Student Services* heading, click *Meet with an Advisor* or go to <https://trac.sheltonstate.edu>

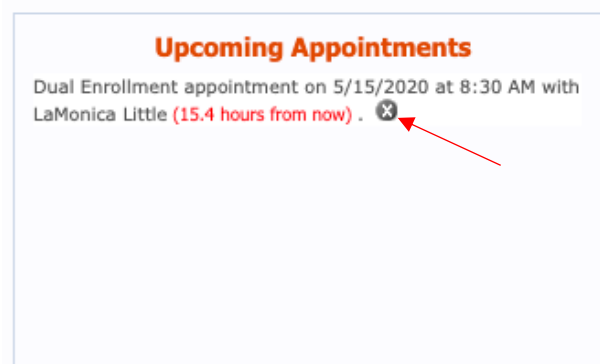
Username: Shelton State User ID (a number beginning with a “A”)

Password: 6-digit birthdate (mmddyy)

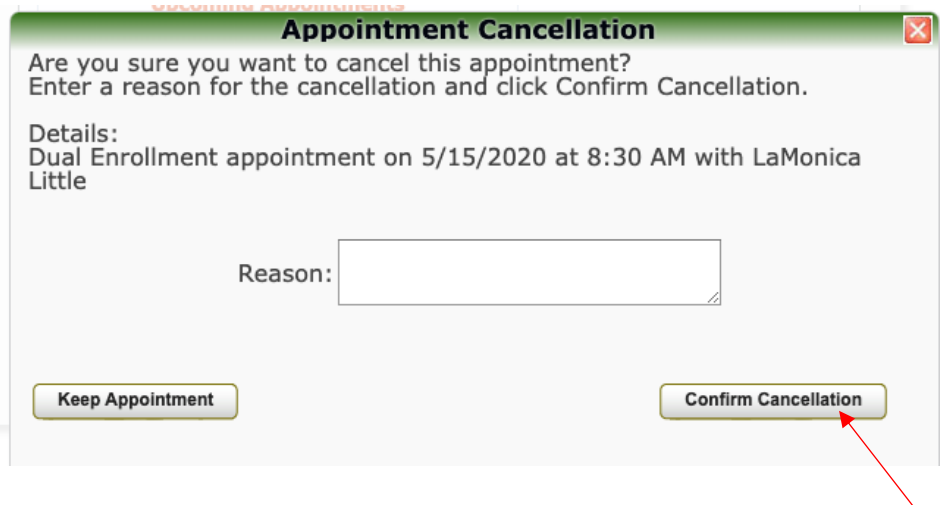
2. Once you are logged in, you should see the session you would like to cancel or reschedule under *Upcoming Appointments*.



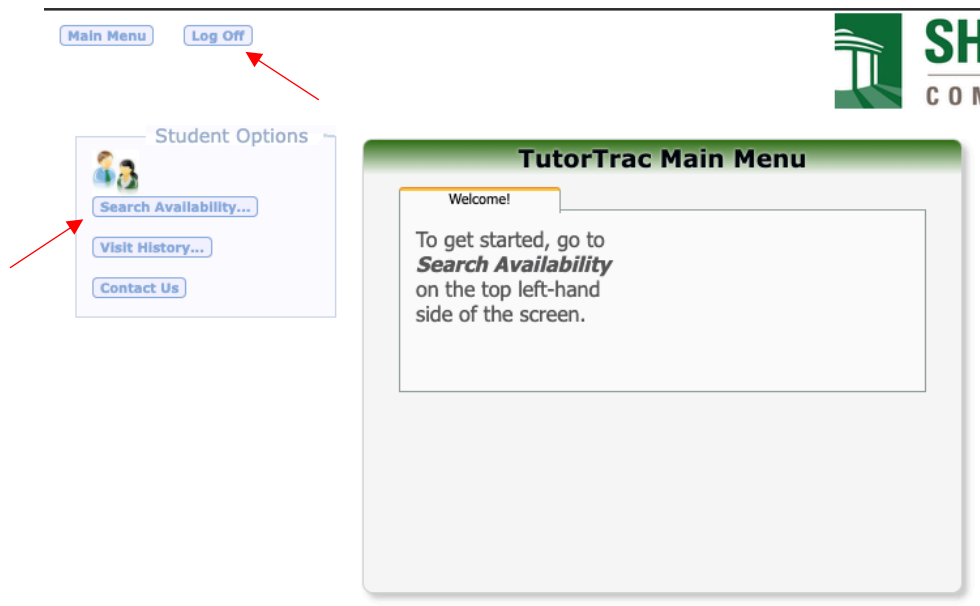
3. Click  to cancel the session.



4. On the *Appointment Cancellation* screen, click **Confirm Cancellation**. You do not have to enter a reason.



5. You have cancelled your existing appointment. You will receive a confirmation email shortly. Once the appointment is cancelled, you **may reschedule** or **log off**.

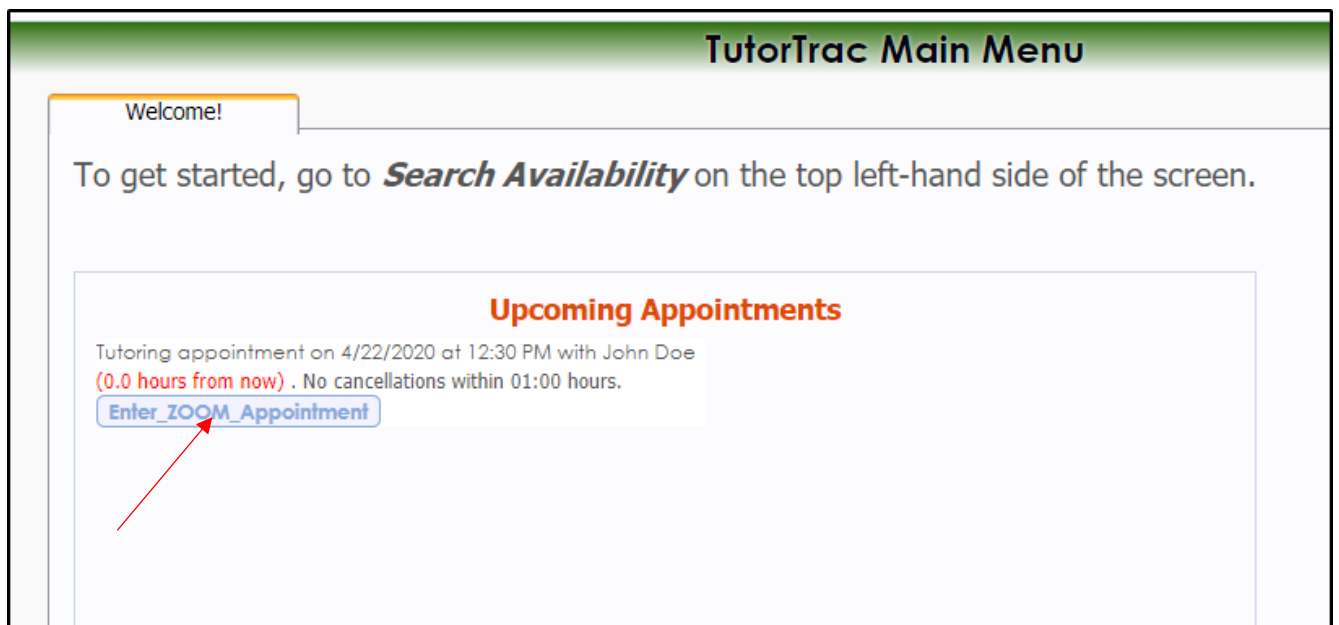


## Directions for Attending an Appointment with a Dual Enrollment Advisor

### Online Video Advisement (Zoom Advising)

To be advised by video utilizing Zoom, follow the steps below after scheduling your appointment:

- Download the Zoom app on your smartphone, tablet, or computer.
- Fifteen (15) minutes before your scheduled appointment, sign in to myShelton > click on the Students tab > click on Meet an Advisor (under Student Services heading), or go to <https://trac.sheltonstate.edu>.
- On the Students Main Menu (center main frame), the “Enter\_Zoom\_Appointment” button should be visible. Click the “Enter\_Zoom\_Appointment” button.



- After clicking “Enter\_Zoom\_Appointment,” you will enter a virtual waiting room. You will be admitted by your advisor.