

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

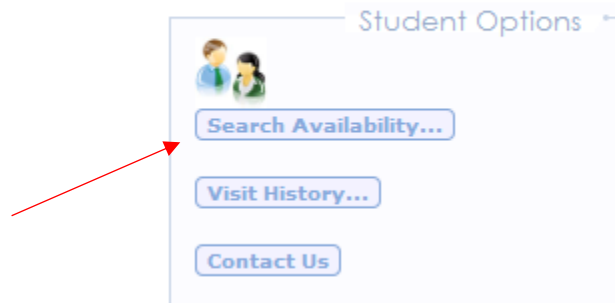
**Note:** Google Chrome is the recommended browser to use with the online appointment system.

1. Sign into myShelton. Click the *Student Tab*. Under the *Student Services* heading, click *Meet with an Advisor*, or go to <http://trac.sheltonstate.edu>.

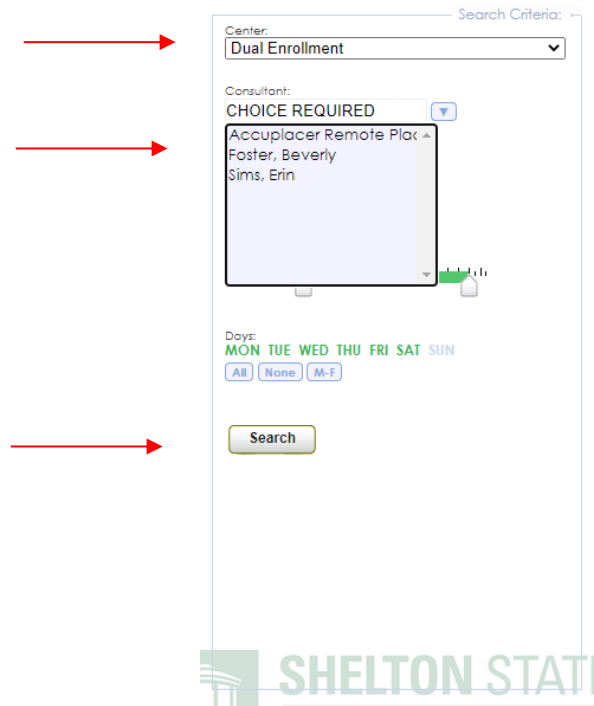
Email: Shelton State Email Address

PIN: 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, *Foster, Beverly* or *Sims, Erin*.
  - 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**.

A screenshot of the 'Search Criteria' form. The form has a title 'Search Criteria:' and a 'Center:' dropdown menu set to 'Dual Enrollment'. Below it is a 'Consultant:' dropdown menu with a 'CHOICE REQUIRED' label and a list of advisors: 'Accuplacer Remote Plac...', 'Foster, Beverly', and 'Sims, Erin'. Below the consultant list are 'Days:' options: 'MON TUE WED THU FRI SAT SUN' and buttons for 'All', 'None', and 'M-F'. At the bottom is a 'Search' button. Three red arrows point to the 'Center', 'Consultant', and 'Search' fields.

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

[Main Menu](#)   [Log Off](#)



Search Criteria:

Center: **Dual Enrollment**

Consultant: **Foster, Beverly**

From: **09/11/2020**

To: **01/09/2021**

Time: **7:00a to 10:00p**

Days: **MON TUE WED THU FRI SAT SUN**

Key:    move the mouse over an availability to view the location and other instructions.


**Available Time Slots:**

Mon 9/14/2020	Tue 9/15/2020	Wed 9/16/2020	Thu 9/17/2020
You may not book sooner than 90 days prior to the appointment, and no later than 24:00 hours prior to the appointment.			
<b>Beverly Foster</b>			
10:00 AM - 10:30 AM	10:00 AM - 10:30 AM	10:00 AM - 10:30 AM	10:00 AM - 10:30 AM
10:30 AM - 11:00 AM	10:30 AM - 11:00 AM	10:30 AM - 11:00 AM	10:30 AM - 11:00 AM
11:00 AM - 11:30 AM	11:00 AM - 11:30 AM	11:00 AM - 11:30 AM	11:00 AM - 11:30 AM
11:30 AM - 12:00 PM	11:30 AM - 12:00 PM	11:30 AM - 12:00 PM	11:30 AM - 12:00 PM
12:00 PM - 12:30 PM	12:00 PM - 12:30 PM	12:00 PM - 12:30 PM	12:00 PM - 12:30 PM
12:30 PM - 1:00 PM	12:30 PM - 1:00 PM	12:30 PM - 1:00 PM	12:30 PM - 1:00 PM
1:00 PM - 1:30 PM	1:00 PM - 1:30 PM	1:00 PM - 1:30 PM	1:00 PM - 1:30 PM
1:30 PM - 2:00 PM	1:30 PM - 2:00 PM	1:30 PM - 2:00 PM	1:30 PM - 2:00 PM
2:00 PM - 2:30 PM	2:00 PM - 2:30 PM	2:00 PM - 2:30 PM	2:00 PM - 2:30 PM

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

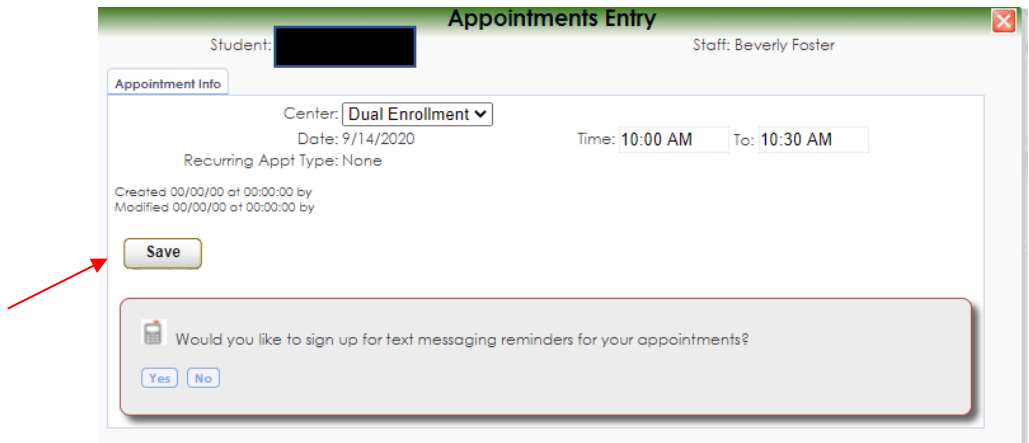
**Available Time Slots:**

Mon 9/14/2020	Tue 9/15/2020	Wed 9/16/2020	Thu 9/17/2020
You may not book sooner than 90 days prior to the appointment, and no later than 24:00 hours prior to the appointment.			
<b>Beverly Foster</b>			
10:00 AM - 10:30 AM	10:00 AM - 10:30 AM	10:00 AM - 10:30 AM	10:00 AM - 10:30 AM
10:30 AM - 11:00 AM	10:30 AM - 11:00 AM	10:30 AM - 11:00 AM	10:30 AM - 11:00 AM
11:00 AM - 11:30 AM	11:00 AM - 11:30 AM	11:00 AM - 11:30 AM	11:00 AM - 11:30 AM
11:30 AM - 12:00 PM	11:30 AM - 12:00 PM	11:30 AM - 12:00 PM	11:30 AM - 12:00 PM
12:00 PM - 12:30 PM	12:00 PM - 12:30 PM	12:00 PM - 12:30 PM	12:00 PM - 12:30 PM
12:30 PM - 1:00 PM	12:30 PM - 1:00 PM	12:30 PM - 1:00 PM	12:30 PM - 1:00 PM
1:00 PM - 1:30 PM	1:00 PM - 1:30 PM	1:00 PM - 1:30 PM	1:00 PM - 1:30 PM
1:30 PM - 2:00 PM	1:30 PM - 2:00 PM	1:30 PM - 2:00 PM	1:30 PM - 2:00 PM
2:00 PM - 2:30 PM	2:00 PM - 2:30 PM	2:00 PM - 2:30 PM	2:00 PM - 2:30 PM

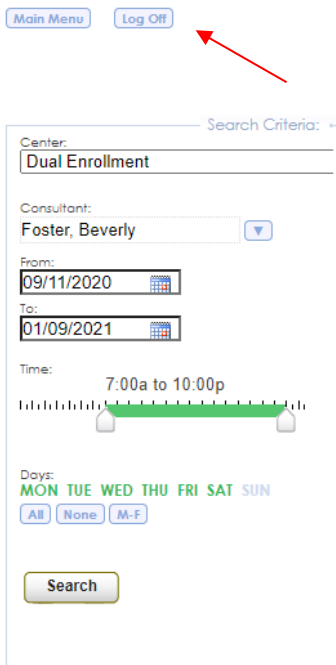


Updated on 09.14.2020 awl

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.

## Directions for Canceling and/or Rescheduling an Appointment

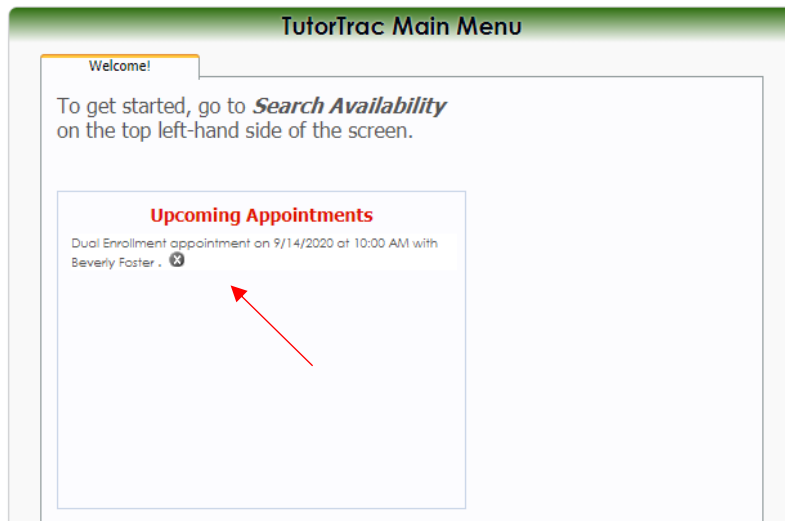
Note: You must first cancel your existing appointment to schedule another appointment. Once you cancel your existing appointment, you reschedule another appointment by following the instructions for “Directions for Scheduling an Appointment with a Dual Enrollment Advisor.”

1. Sign into myShelton. Click the *Student Tab*. Under the *Student Services* heading, click *Meet with an Advisor*, or go to <http://trac.sheltonstate.edu> .

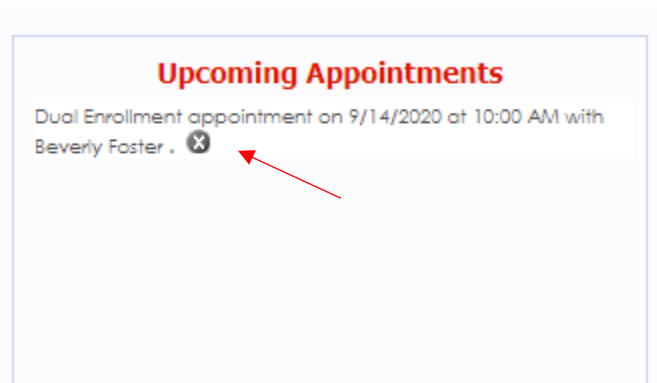
A# (User ID): Shelton State User ID (a number beginning with an “A”)

PIN: 6-digit birthdate (mmddyy)

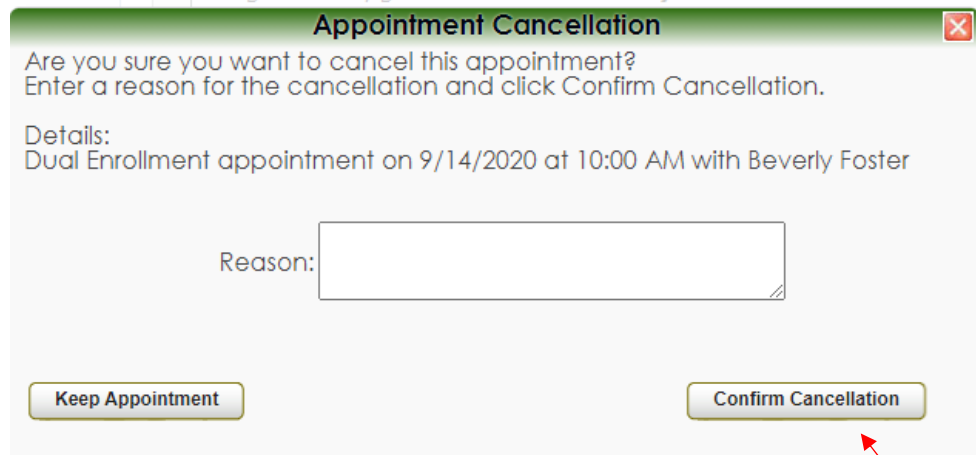
2. Once you are signed in, you should see the session you would like to cancel or reschedule under *Upcoming Appointments*.



3. Click ❌ to cancel the session.

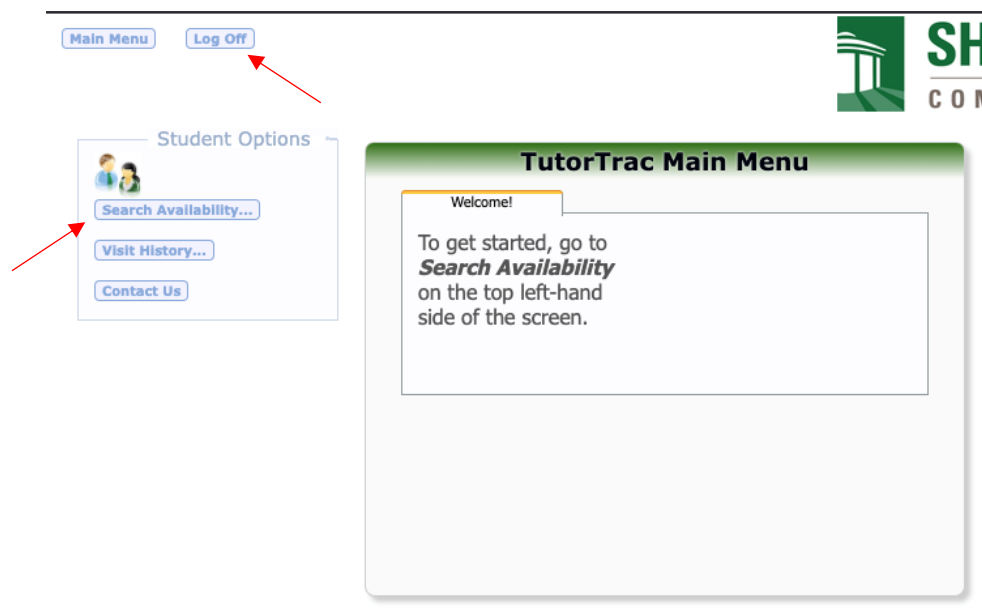


4. On the *Appointment Cancellation* screen, click **Confirm Cancellation**. You do not have to enter a reason.



The image shows a dialog box titled "Appointment Cancellation" with a close button (X) in the top right corner. The text inside reads: "Are you sure you want to cancel this appointment? Enter a reason for the cancellation and click Confirm Cancellation." Below this, it says "Details: Dual Enrollment appointment on 9/14/2020 at 10:00 AM with Beverly Foster". There is a text input field labeled "Reason:". At the bottom, there are two buttons: "Keep Appointment" on the left and "Confirm Cancellation" on the right. A red arrow points to the "Confirm Cancellation" button.

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



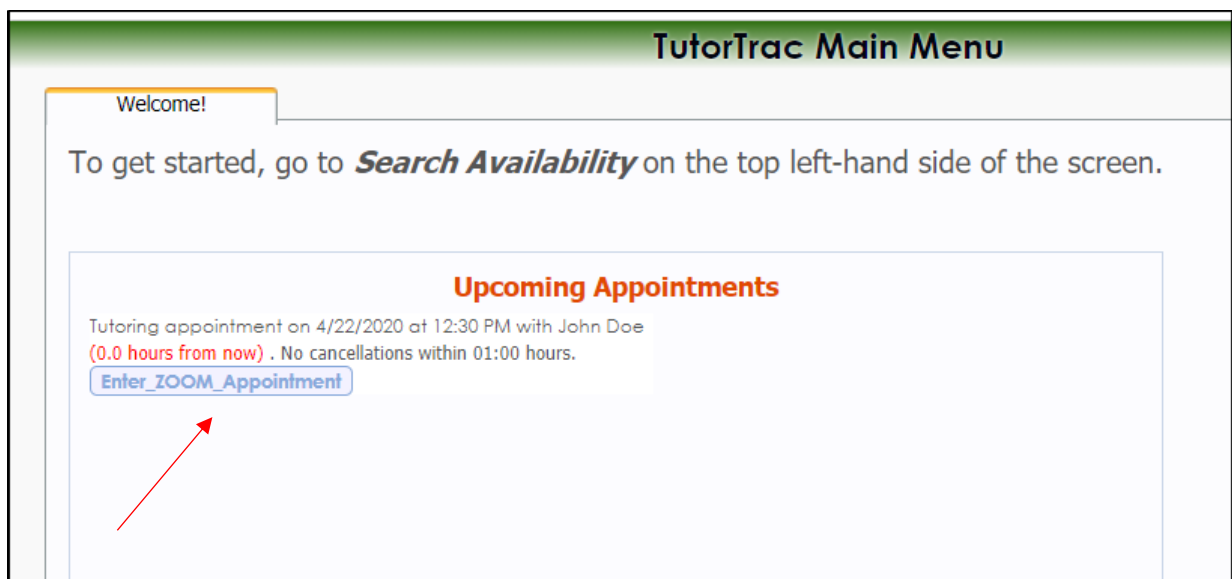
The image shows a screenshot of the TutorTrac Main Menu. At the top left, there are two buttons: "Main Menu" and "Log Off". A red arrow points to the "Log Off" button. On the left side, there is a "Student Options" panel with three buttons: "Search Availability...", "Visit History...", and "Contact Us". A red arrow points to the "Search Availability..." button. On the right side, there is a "TutorTrac Main Menu" box with a "Welcome!" message and a text box that says: "To get started, go to **Search Availability** on the top left-hand side of the screen." In the top right corner, there is a logo for Shelton State Community College (SH COM).

## 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.