

Registering for a Shelton State Days Session

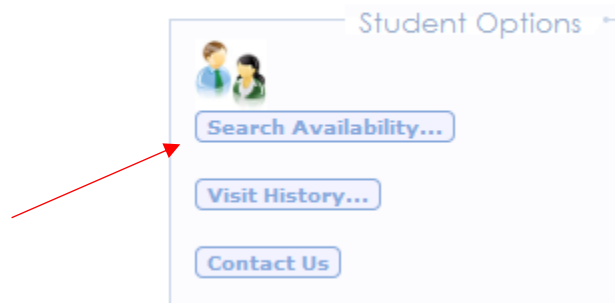
Note: Google Chrome is the recommended browser to use with the online appointment system.

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>

Email: Shelton State email address

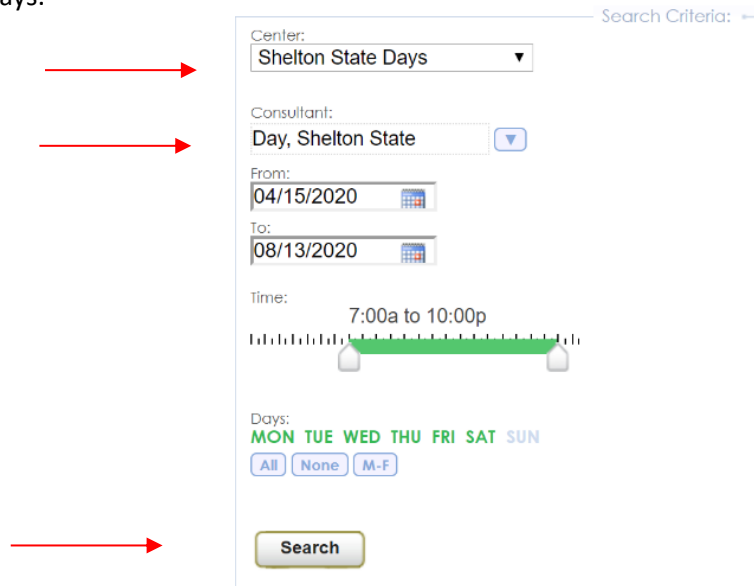
PIN/password: 6-digit birthdate (mmddyy)

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



3. From *Search Criteria*:

- a. From the *Center* menu, select **Shelton State Days** to register for a Shelton State Days session.
- b. From the *Consultant* menu, select **Day (On-Campus), Shelton State** if you would like to attend a Shelton State Days session on campus, or **Day (Virtual), Shelton State** if you would like to attend a virtual Shelton State Days session
- 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 the following fields: 'Center' (dropdown menu with 'Shelton State Days' selected), 'Consultant' (dropdown menu with 'Day, Shelton State' selected), 'From' (date field with '04/15/2020'), 'To' (date field with '08/13/2020'), 'Time' (range selector with '7:00a to 10:00p' selected), and 'Days' (checkboxes for 'MON', 'TUE', 'WED', 'THU', 'FRI', 'SAT', 'SUN' with 'All', 'None', and 'M-F' buttons below). A 'Search' button is at the bottom. Three red arrows point to the 'Center', 'Consultant', and 'Search' fields/buttons.

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

The screenshot shows the Shelton State Community College interface. On the left is a search criteria form with the following fields: Center (Shelton State Days), Consultant (Day, Shelton State), From (04/15/2020), To (08/13/2020), Time (7:00a to 10:00p), and Days (MON TUE WED THU FRI SAT SUN). A search button is at the bottom. On the right is the 'Available Time Slots' section, which is a scrollable table with columns for dates: Tue 6/23/2020, Thu 7/9/2020, Wed 7/15/2020, and Fri 7/24/2020. Each date has a 'Shelton State Day' entry with a time slot (e.g., 2:00 PM - 5:00 PM). A red arrow points to the bottom scroll bar of this section.

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

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

This is a close-up of the 'Available Time Slots' table. It shows four columns for dates: Tue 6/23/2020, Thu 7/9/2020, Wed 7/15/2020, and Fri 7/24/2020. Each date has a 'Shelton State Day' entry with a highlighted time slot: 2:00 PM - 5:00 PM for Tue, Thu, and Wed; and 8:30 AM - 11:30 AM for Fri. A red arrow points to the 2:00 PM - 5:00 PM slot for Tuesday.

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

The screenshot shows the 'Appointment Entry' form. At the top, it says 'Student: [redacted]' and 'Staff: Shelton State Day'. Below is the 'Appointment Info' section with fields for Center (Shelton State Days), Date (6/23/2020), Time (2:00 PM), and To (5:00 PM). It also shows 'Recurring Appt Type: None' and creation/modification timestamps. A 'Save' button is at the bottom left, with a red arrow pointing to it.

7. Click **Log Off**.

[Main Menu](#) [Log Off](#)

Search Criteria: +/-

Center:
Shelton State Days

Consultant:
Day, Shelton State

From:
04/15/2020

To:
08/13/2020

Time:
7:00a to 10:00p

Days:
MON TUE WED THU FRI SAT SUN

[All](#) [None](#) [M-F](#)

[Search](#)

8. You have registered for your Shelton State Day session. You will receive a confirmation email shortly.

Canceling and/or Rescheduling a Shelton State Days Session

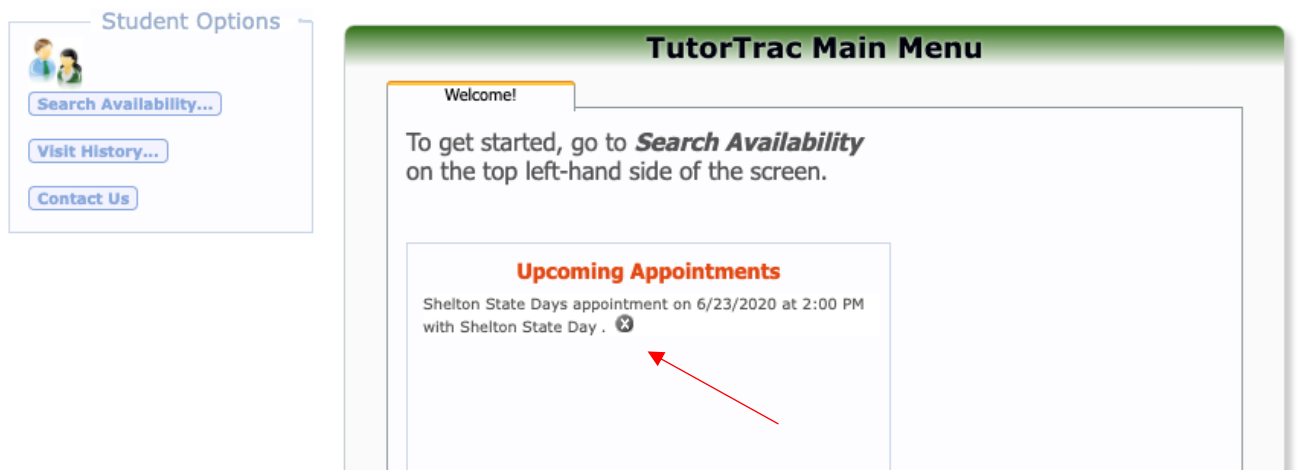
Note: You must first cancel your existing appointment to reschedule for another Shelton State Days session. Once you cancel your existing appointment, you can reschedule another Shelton State Days session by following the instructions for “Registering for a Shelton State Days Session”.


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>

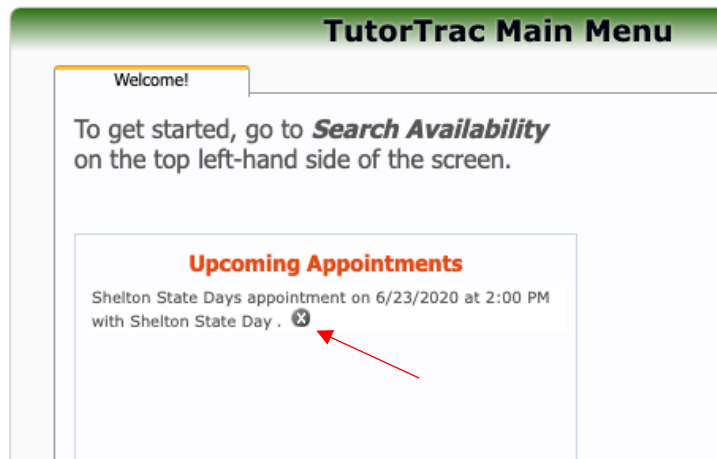
Email: Shelton State email address

PIN/password: 6-digit birthdate (mmddyy)

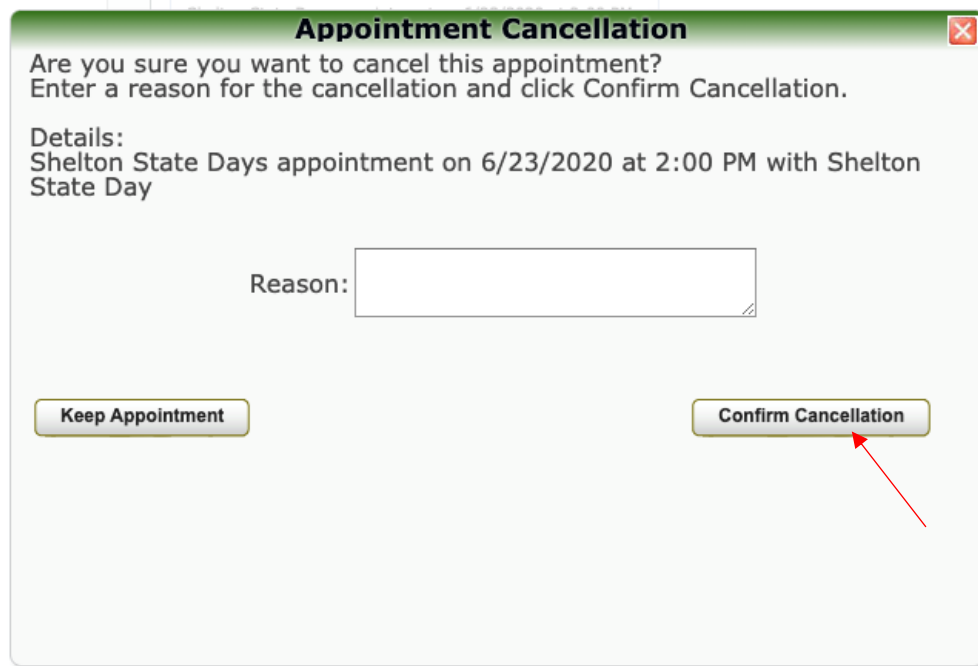
2. Once you are logged in, you should see the session you would like to cancel or reschedule under *Upcoming Appointments*.



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

