Thank you for your interest in scheduling a tutoring appointment!

The Learning Connection (LC) offers two different types of tutoring appointments, one-time and weekly/recurring. Both types of appointments can be scheduled online in our TutorTrac system, but you are always welcome to come into the center for assistance with scheduling your appointment.

- **General information about tutoring appointments**
  
  Scheduled tutoring appointments will begin the third week of the semester.
  
  Appointments can be scheduled two to fourteen days in advance.
  
  You can also cancel your appointment online in TutorTrac; appointments must be canceled at least 24 hours before.
  
  Appointments are 50 minutes long, and you can schedule one appointment per class per week.
  
  Your appointment may be re-scheduled into a small group appointment based on tutor availability. The LC cannot guarantee individual tutoring appointments due to the limited number of tutors available.
  
  Group appointments are only scheduled for students in the same class with the same instructor, with a max. of 3 students in the group appointment.

To schedule an appointment using the website scheduling system, please follow the steps below.

- From the Chabot College website, [www.chabotcollege.edu](http://www.chabotcollege.edu), move the mouse cursor over the Academics Tab located in the middle of the Chabot College website, then click on “Tutoring.” This will take you to the Learning Connection webpage.
Next, click on “Schedule an Appointment” in the left-hand menu.

You will now be directed to the TutorTrac scheduling system login screen. **IMPORTANT:** Read all of the “Instructions & Terms of Agreement for All Tutoring Appointments” on the login page, then follow the directions on the page to log in.

By scheduling an appointment, you acknowledge that you agree to the policies and terms listed in TutorTrac. Any questions regarding the policies and terms listed above may be directed to Learning Connection staff or the Program Coordinator.
Once logged in, the login screen will be set to the “Welcome” tab. On this tab, you can see any upcoming appointments you have. You can also click on the other tabs across the top for additional information about tutoring appointments:

To begin scheduling a tutoring appointment, whether one-time or recurring, select “Search Availability” from the menu under “Student Options” on the left to search for an appointment:

From the “Center” drop-down menu, choose “Learning Connection Center” then select the class for which you want an appointment from the “Section” menu. Leave the default date, time, and day ranges as they are for optimal search results and click “Search”
Next you will see all the available appointment slots for the class you selected, within the date, time, and day ranges specified.

Pick the appointment slot you want, and the “Appointment Entry” screen will pop up.

If you wish to schedule a **weekly/recurring** appointment, make sure the checkbox next to “Weekly” is checked. You will also see a list of all the dates for this weekly appointment the semester.

If you only want a **one-time appointment**, make sure the checkbox next to “Weekly” is un-checked.

Enter your current phone number and email, then click save to complete the scheduling process.

You should receive a confirmation email from the Learning Connection with your appointment information within about 24 hours, but you can also login to TutorTrac at any time and see your upcoming appointments, which will be listed on the Welcome screen.

You may have one scheduled appointment per week, per class.

If you have any questions, please ask Learning Connection staff or call 510-723-6920.

Thank you!