Scheduling Appointments via TutorTrac

TutorTrac, our online scheduling system, is available as a Quick Link on the SUNY Rockland homepage.

Note: 1) You must have an active RCC email account to access TutorTrac.  
2) You must schedule 24 hours in advance of the appointment.

To schedule an appointment:

1. Click on the Quick Links drop down menu on the SUNY Rockland home page (left-hand side of page).

2. Scroll down and select TutorTrac.

3. Log into TutorTrac using your SUNY RCC email account username (the first part of your email address) and password.

4. Click on the “Search Availability” box on the left side of your screen.

5. Choose a center from the drop down menu (a description of Centers is below)

6. Select one of your courses from the next drop down menu, “Choice Required”. For support with personal non credit reading and writing tasks in the Reading and Writing Center, choose WRI 999.

7. Click the “Search” button at the bottom of the page. The available time slots will appear. Click on the appointment time you would like to book.

There are three possible types of appointments listed. Green appointments are individual sessions, yellow appointments are small group sessions, and blue appointments are drop-in sessions that are often small group. You do not schedule drop-in sessions.

8. Once you click on the appointment you would like to schedule enter your contact phone number and be sure to click SAVE. A confirmation of your appointment will now appear on your main menu screen. You will also receive a confirmation email via your RCC email account.

If you want to schedule an appointment (or cancel) within twenty-four hours, please call the Information Desk at 574-4503 or visit us in Room 8340. You may also cancel appointments on the main menu of your TutorTrac homepage.

You can access course-specific tutoring at the Tutoring Center (Room 8343), support for academic and personal reading and writing tasks at the Reading and Writing Center (Room 8349), and hands-on practice with The Science Learning Center's (Room 1214) collection of lab equipment, models, DVDS, and computer programs.

Tutoring Center (Room 8340) 574-4503  
Reading and Writing Center (Room 8349) 574-4790  
Science Learning Center (Room 1214) 574-4718