Appointments can be made easily from your own computer. Simply log in to tutortrac.una.edu and use your UNA Portal Username and Password. Follow these directions:

1) Click on the box which reads "Search Availability"
2) Then, under "Center," click on the blue down arrow and click on "Center for Writing Excellence"
3) Next, under "Section" click on blue down arrow and choose the "course" or "class" you need to schedule the appointment
4) Under "Reason," choose the "face-to-face" option if you are taking classes on campus, and choose the "online" option if you are taking ALL online (distance learning) courses.
5) Under "Location" you will choose "second floor, Commons" for a face-to-face appointment; you will choose "online consultation" for an online appointment.
6) Finally, click "Search"

When the schedule page pops up, you will

1) Click on a "green" box with the words " face-to-face" with the time and date of appointment you choose for an "in-house" appointment on campus, or a "green" box with the words "online" for an "off-campus" appointment.
REMINDER: "Online" appointments are only for distance learners (students who do not attend classes on campus).

When the next page (box) pops up on the screen, you will

1) Choose the number of people who will be accompanying you to the appointment (Remember, only one paper per appointment is allowed for a 30 min consultation.). If several students are working together in a group to turn in ONE assignment (research paper or other document), then these students may come all at once, as long as they are working on one group paper. If this occurs, make sure to list how many students will be attending the "group" session.
2) Under the "Notes" section, type in your reason for making the appointment. In other words, type in what you need to do during that 30

minute consultation. (If you are scheduling an online appointment, make sure to type "TutorTrac" or "Zoom" to let the writing consultant know in which platform you would like to meet.)

3) Then, click "Save."

4) Finally, go back to the "Main Menu" page to make sure that you can see your appointment in the "Main Menu" page.