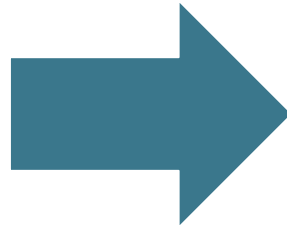




Academic Skills Coaching at the AEC



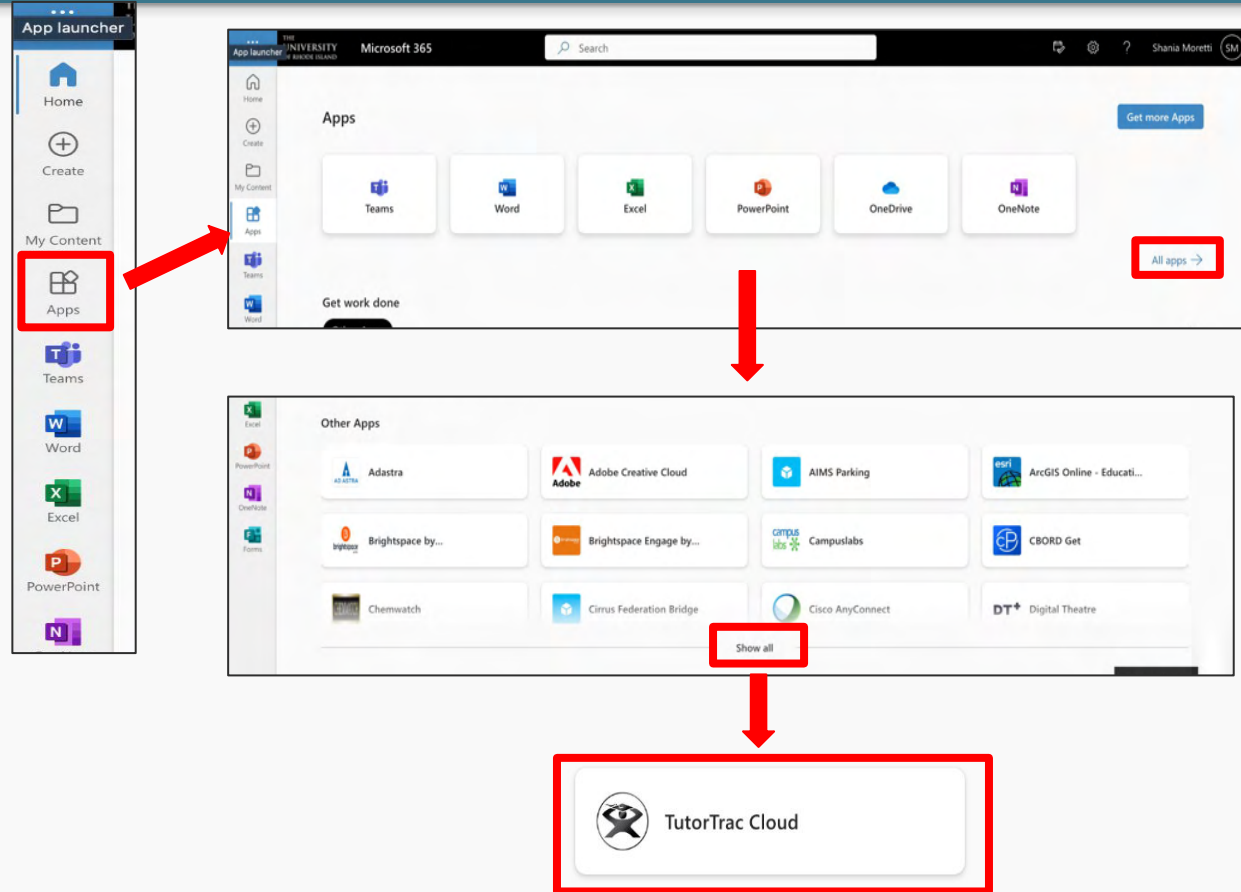
How to Schedule with
the *TracCloud* App



TutorTrac Cloud

Find the TracCloud app through Microsoft 365

1. Sign into [Microsoft 365](#) using your single sign on
2. Go to “Apps” icon
3. Click “All Apps”
4. Scroll down and click “Show All”
5. Find TutorTrac Cloud



Welcome to the URI Academic Enhancement Center!

For **Writing Center support**, use the "Schedule a Writing Center Consultation" table.

For **Academic Skills Coaching**, use the "Schedule an Academic Coaching Appointment" table.

For **STEM & Business tutoring**, please use the "Schedule a Tutoring Session" table.

To be removed from a weekly tutoring group, please use the drop request form.


For more information on AEC services, please visit uri.edu/aec.

Meet the AEC Student Staff!

Schedule an Academic Coaching Appointment

Choose Course And

What Would You Like to Focus On?



Upcoming Appointments

There are no upcoming appointments

 day

 week

Asynchronous Communications In Progress

Schedule a Tutoring Session

Schedule a Writing Center Consultation

Choose Course And

Writing Stage/Focus

Surveys/Documents

Please complete the following surveys/documents:

Search for Available Appointments

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Meet the AEC Student Staff!

Upcoming Appointments

There are no upcoming appointments

[day](#) [week](#)

Asynchronous Communications In Progress

[Show Previous Concluded](#)

Schedule a Tutoring Session

Schedule a Writing Center Consultation

Choose Course And
Writing Stage/Focus [Search...](#)

Surveys/Documents

Please complete the following surveys/documents:

Week Time Check for Content Tutoring Profile

Schedule an Academic Coaching Appointment

Choose Course And
What Would You Like to Focus On? [Search...](#)

[Calendar URL...](#)

1. *Schedule an Academic Coaching Appointment:* Your student information will already be populated.
2. *Choose Course:* Use the drop down list to select the class your writing assignment is for. If your writing is not for a class, select Not for a Course/Other.
3. *Choose Your Session Focus:* Select the option that best describes what you would like to focus on with a coach during this session.

Select Your Appointment Day & Time

- After you insert all relevant information, click search.
- Browse through available appointments for that week.
- Select the appointment day, time, and coach.

Schedule an Academic Coaching Appointment Print... x

Subject: **Not for a Course/Other**
Reason: **Planning / Time Management**

There are 7 slots of time available. Please choose one that works for you...
Choose a different date: ...

Mon, Sep 23 2024

4:30p-5:20p	Mon Sep 23	Tatiana A.
Academic Coaching	1 on 1 In-Person	Roosevelt Hall 15C
5:20p-6:20p	Mon Sep 23	Tatiana A.
Academic Coaching	1 on 1 In-Person	Roosevelt Hall 15C
6:30p-7:20p	Mon Sep 23	Tatiana A.
Academic Coaching	1 on 1 In-Person	Roosevelt Hall 15C
7:30p-8:20p	Mon Sep 23	Tatiana A.
Academic Coaching	1 on 1 In-Person	Roosevelt Hall 15C

Tue, Sep 24 2024

2:00p-2:50p	Tue Sep 24	April K.
Academic Coaching	1 on 1 In-Person	Roosevelt Hall 15C

- Fill in all fields so the coach knows what you want to work on and whether you have any access needs for your 50-minute appointment.
- Confirm to save your appointment.
- You should receive confirmation via email.

Confirm booking this appointment in **Academic Coaching** with **Tatiana A.** on **Mon, September 23rd 2024** for **Not for a Course/Other Planning / Time Management**

Start Time	End Time	Duration (Hr:Min)
04:30pm	05:20pm	50

Meeting Type:

In-Person

Selecting In-Person means you have opted in to an in-person meeting with this staff member.

Student Special Needs / Skills / Accommodations

Do you have any access needs or anything else you would like us to know?

What are your goals for today's academic coaching session?

How did you learn about academic coaching? If you were referred, please list the person who referred you.

CONFIRM

Click Confirm in order to Confirm this appointment. This availability will expire at 2024-09-23

Canceling TracCloud Appointments

The screenshot displays the URI Academic Enhancement Center's TracCloud interface. On the left, there are instructions for scheduling appointments for Writing Center support, Academic Skills Coaching, and STEM & Business tutoring. The main calendar view shows a list of dates from Monday, Sep 23rd to Thursday, Sep 26th. A specific appointment for Monday, Sep 23rd is highlighted in yellow. A red circle highlights the 'X' icon in the top right corner of this appointment card. A red arrow points from this 'X' to a second, larger screenshot of the same appointment card. In this second screenshot, the text 'STUDENT CANCELED:' is circled in red, indicating the result of the cancellation action.

1. Cancel through your own TracCloud account at least one hour in advance (click the X in the top corner).

2. Email: writingcenter+coaching@etal.uri.edu

3. Call AEC basement reception at 401-874-5839

Keep in mind: You can cancel an appointment without penalty of being marked as missed by canceling 1 hour or more in advance, but we recommend you try to cancel as early as 24 hours in advance.

If you cancel within 1 hour of the session, you will be marked as missed. After 2 missed appointments you are at risk of losing scheduling privileges.

For more information about
Academic Skills Coaching at the AEC:

- Visit our website:
<https://web.uri.edu/aec/academic-skills/>
- Meet our [academic coaches!](#)
- Follow us on Instagram: [@uri_aecskills](#)

See you soon!