

## How To: Cancel an Appointment With Your Academic Advisor

1. Using an internet browser, navigate to AdvisorTrac at: <https://bmcc.go-redrock.com>.  
**NOTE: AdvisorTrac web app is not optimized for all mobile devices. If you are unable to utilize the web app on your mobile device, use a desktop or laptop computer.**
2. Log in with your **Username** and **Password**.  
Enter your BMCC credentials as you would for campus computers, Wi-Fi or student email.
3. In **TutorTrac Main Menu** Under **Upcoming Appointments**, you will see the date, time and name of your Academic Advisor. To cancel your appointment, click the "x" icon.  
**NOTE: If you need to cancel your appointment and your appointment is less than 5 hours away, email or call your advisor directly.**

**TutorTrac Main Menu**

Welcome!

**Upcoming Appointments**

Academic Advisement & Transfer Center appointment on 9/19/2019 at 9:30 AM with Your Advisor  
youradvisor@bmcc.cuny.edu, reason: Academic Advisement , location: Room S108 **x**

BMCC AdvisorTrac Notice:  
To schedule an appointment with an advisor, please click "Search Availability...". Afterwards, select the appropriate Center. You can narrow your search by selecting a Consultant and/or Reason. Note: If you are scheduling an appointment regarding academic advisement, you must meet with your assigned academic advisor. Failure to comply may result in the cancellation of your appointment.

Tutor Trac Notice:  
**Schedule A Tutoring/Academic Coach Appointment**

[1]. Please click **Search Availability**  
[2]. Then, click double arrows to select a **Center**  
[3]. Next, select **Section**...select **Date**...click **Search**  
[4]. Next, select **Preferred Time Slot** under a tutor  
[5].Next, click the down arrow next to **Reason** and select **Tutoring**  
[6]. Next, to schedule recurring appointments, make sure the check box next to **Weekly** is checked  
[7]. To receive text alerts for scheduled appointments, click **Yes**  
[8]. To submit appointment, click **Save**  
*(Note: not all subjects have a tutor. If one is needed, please contact 212-220-1383)*

4. In the **Appointment Cancellation** window, Leave a brief comment in the **Reason** section (optional) and click **Confirm Cancellation**.

**Appointment Cancellation**

Are you sure you want to cancel this appointment?  
Enter a reason for the cancellation and click Confirm Cancellation.

Details:  
Academic Advisement & Transfer Center appointment on 9/19/2019 at 9:30 AM with Your Advisor, reason: Academic Advisement , location: Room S108

Reason:

Keep Appointment **Confirm Cancellation**