



Advanced Scheduling Preferences

System Prefs

- **Student Access** - This System Preference is a global Preference for your Trac System. Here you can manage the On and Off switch to allow students to schedule appointments on their own.
- **SubjectCodeLength** – This option allows you to control how many characters of a Section/Term Code the system considers when booking Group Appointments.

Example – “Student 1” books into a group availability with the subject “Math 101 02 201802” and the subject code length is set to “4” – “Student 2” can join this group appointment if the student is enrolled in a Math course.

If subject code length is set to 8 – “Student 2” will need to be enrolled in a “Math 101” Course.

If subject code length is set to 11 “Student 2” will need to be enrolled in a “Math 101 02” Course - In order to join the Group Appointment.

If the SubjectCodeLength Pref is left blank the system will consider the full Section/ Term Code (Math 101 02 201802) only allowing students who are enrolled in same Section/Term Code to join the group appointment.

Custom Utility

- **Advanced – Reset Center Status/ Missed** - This utility allows you to reset the Center Status and the Total Missed Appointments counts for the students.
- **Center Status Access – Custom Fields** – Allows you the sysadmin to assign who has the permission to change the number of appointments missed appointments counted against a student or adjust the students Center Status from Blocked or Restricted, allowing the student to book appointments if previously restricted.