

Scheduling Your Testing Appointment in TracCloud

If your online or flex class requires in-person testing, you must schedule your exam in TracCloud before coming to the Testing Center.

Walk-ins are not allowed.

What Is TracCloud?

TracCloud is an online scheduling system used by the Testing Center.

You must use TracCloud to schedule an appointment before taking an in-person exam.

With TracCloud, you can:

- Choose a testing date and time
- See available testing times
- View your upcoming and past appointments
- Get email reminders

Who Uses TracCloud?

You **must use TracCloud** if:

- You are in an **online or flex class**
- Your instructor requires in-person testing
- You **do not** have testing accommodations

You **do not use TracCloud** if:

- You have **approved testing accommodations** through **Disability Access Services (DAS)**

If you have approved testing accommodations

- You must schedule your exam through the **AIM portal**
- This is required even if you test in the main Testing Center

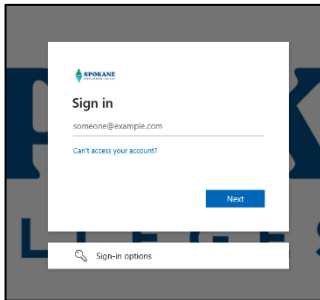
When Should I Schedule?

- Schedule as early as possible. This gives you more choices for testing times.
- **Regular exams:** Schedule at least **7 business days ahead**
- **Midterms and finals:** Schedule at least **10 business days ahead**
- **Business days mean Monday through Friday.**
Weekends and holidays do not count.

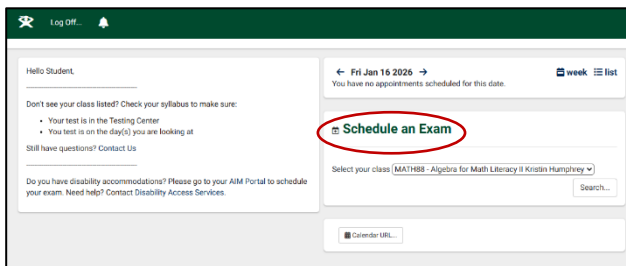
How to Schedule an Appointment

Step-by-Step Instructions

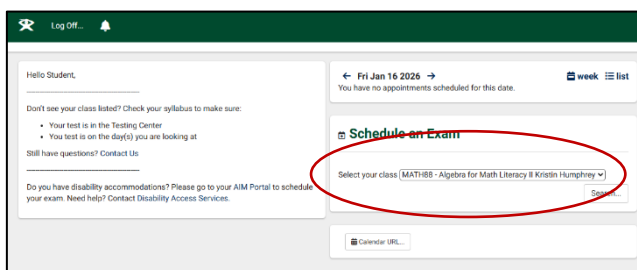
1. Visit [SCC's TracCloud page](#).
2. Sign in using your **Bigfoot email and password**
Need help with your [Bigfoot email](#)?



3. Click on the **Schedule an Exam** box on your dashboard.



4. From the **Select Your Class** drop-down menu, select the **course** you are testing for, and click **Search**.



5. A pop-up window appears. Use the **date picker** to choose the day you want to test. The window now shows the appointments available on that day.
6. Click the testing time you want. When choosing a time, plan to arrive 10 minutes early to check-in and get settled before your test.

Can't find a time that works? Check your syllabus to make sure your class is using the Testing Center, and you are looking at the correct dates. If the location and dates are correct, click **Report Unable to Find Appointment**.

Schedule an Exam [Print...]

Subject: MATH88 - Algebra for Math Literacy II Kristin Humphrey

There are 3 slots of time available. Please choose one that works for you...
 Choose a different date: 02/17/2026

Tue, Feb 17 2026

Time	Exam	Building	Room	Duration
9:00-11:00am	Tue Feb 17 Exam In-Person 0 / 3	Exam 04 Building 1	Building 1 G228	Computer - 120 Minutes
11:00-1:00pm	Tue Feb 17 Exam In-Person 0 / 3	Exam 04 Building 1	Building 1 G228	Computer - 120 Minutes
3:00-5:00pm	Tue Feb 17 Exam In-Person 0 / 3	Exam 04 Building 1	Building 1 G228	Computer - 120 Minutes

Load more for Wed, Feb 18 2026...

[Report Unable to Find Appointment...] [Close]

7. Click **Confirm** to finish scheduling.

Schedule an Exam [Print...]

Subject: MATH88 - Algebra for Math Literacy II Kristin Humphrey

Confirm booking this appointment in **Building 1 G228** with **Exam 04 Building 1** on **Tue, February 17th 2026** for **MATH88 - Algebra for Math Literacy II Kristin Humphrey**

Start Time: 09:45am End Time: 11:45am Duration (Hr:Min):

Meeting Type: In-Person

Sched By: 2026-01-16 14:28:11 Student Student Sample10
 Sched Month: 2026-01-16 14:28:11

CONFIRM Click: Confirm in order to Confirm this appointment. This availability will expire at 2026-02-10 09:45:00

The location for this appointment is **Computer - 120 Minutes**

[Report Unable to Find Appointment...] [Close]

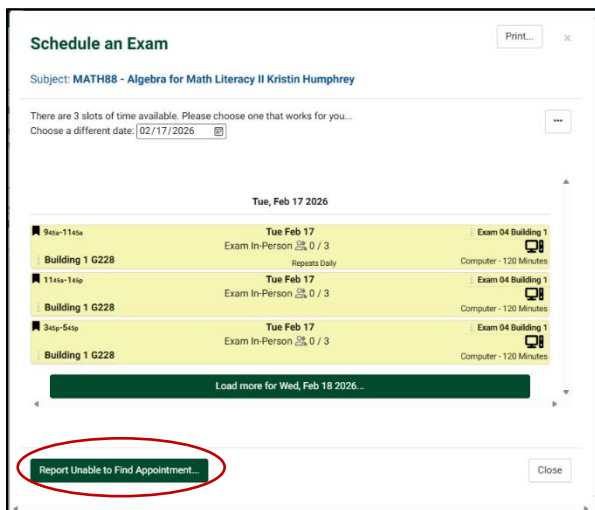
After You Schedule

- TracCloud sends a confirmation email to your Bigfoot email address.
- Your appointment will appear on your TracCloud Dashboard Calendar.
- TracCloud will assign you to one of two Testing Center locations based on availability. Check your email to confirm your testing location.

Can't Find an Appointment?

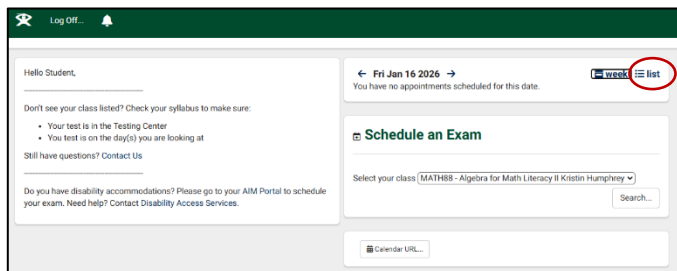
Don't worry—this does **not** mean you did anything wrong.

- Check your syllabus to make sure you are supposed to test in the Testing Center and picked the correct date.
- **Still no appointments?** Scroll down and click the **Report Unable to Find an Appointment** button.
- Testing Center staff will contact you and help you find a time.

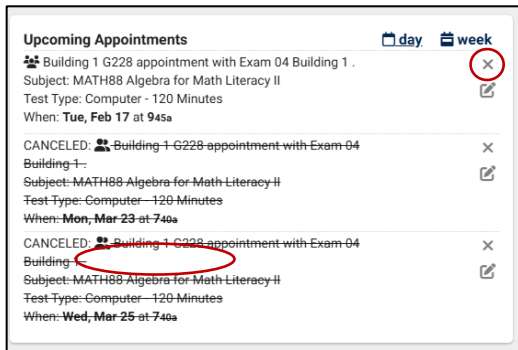


How to Cancel an Appointment

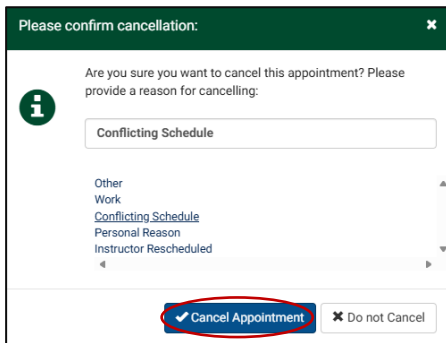
1. Log in to **TracCloud**.
2. Find the **Upcoming Appointments** widget on your dashboard.
3. Click **List** to see all your appointments (including ones you have canceled).



4. Click the **X** in the top-right corner of the appointment you want to cancel.




5. Choose from the list of reasons for canceling or type in a reason. Click **Cancel Appointment**.



Testing Appointment Rules

- **Arrive on time** with a **valid photo ID**
You cannot test without a photo ID.
- Bring only items allowed by your instructor
All other items must be stored in a **locker** we provide.
- **Late arrival:**
 - If you arrive more than **10 minutes late**, you may not be allowed to test
 - You may lose testing time
- **Cancel early:**
 - Cancel at least **3 business days in advance**
 - This helps other students use that testing time
- **Many no-shows or cancellations** may require you to schedule with Testing Center staff
- Thank you for helping us support all students.

Need Help?

 Call **509-533-7074**

 [Email us](#)