

## TYPES OF COUNSELING APPOINTMENTS AND WHERE TO MAKE THEM

- The HTP secretary cannot make any type of counseling appointments.
- You will receive HTP credit for an appointment with any ECC counselor if you submit documentation to the HTP office.
- For an educational plan, make an appointment with an academic counselor specializing in your intended major. If undecided, see any counselor.
- To discuss university plans, make an appointment with a transfer counselor.
- Although transfer counselors are officially assigned to assist HTP students, all counselors are familiar with HTP requirements.
- Counseling Division hours are subject to change, but are currently MTTH 9:00-5:30, W 9:00-6:30, and F 9:00-1:00.

**Express Counseling** is available for ten-minute walk-in sessions (no appointment required). Express counselors answer quick questions only, and do not prepare educational plans. The express sign-up station is on a desk just inside the double doors into Counseling, under a big blue sign on the wall. The schedule of counselors assigned for that week is also posted.

**Academic Counseling** requires a half-hour appointment and assists students to develop an **educational plan** for meeting academic goals here at ECC and IGETC requirements for transfer to a university. Make an appointment with an academic counselor in your major (or any counselor, if undecided) at the main appointments counter. Most appointments are given away on Mondays; students line up outside Counseling and the doors open at 9:00 a.m. You may make an appointment by phone (310) 660-3458, but students standing in line are served first.

**Transfer Counseling** requires a half-hour appointment and provides students with information relating to their intended transfer institutions. Make an appointment with a transfer counselor at the small square desk in the Career/Transfer Center (the big round room behind the main appointments counter) or by calling (310) 660-3593 ext. 3408.

Visit the Transfer Center to pick up a **Transfer Guide** and to find out about the college fairs, free university tours, visits from university representatives, and all the workshops offered.

**Career Counseling** helps students determine which field of study will assist them in preparing for a career. The process requires two counseling appointments and a series of interest assessments (fee for assessments). Make an appointment with a career counselor at the desk in the Career/Transfer Center, or by calling (310) 660-3593 ext. 3408.

**NOTE:** The HTP secretary will give you counseling appointment credit when you bring the HTP office a copy of your educational plan, or a meeting verification note from a transfer counselor. You must also keep your own record of these requirements on the HTP Completion Form on page 14 of this Handbook.