

TYPES OF COUNSELING APPOINTMENTS

HTP staff cannot make any type of counseling appointments.

Please choose from the list below and make your appointment at the appropriate counseling desk.

Express Counseling is available for ten-minute walk-in sessions (no appointment required) from 9:00 am-7:00pm Monday-Thursday and 9:00am-1:00pm Friday. The Express Counseling sign-in sheet is located near the double doors where you enter the Counseling Division.

Academic Counseling requires a half-hour appointment and assists students to develop an **educational plan** for meeting academic goals here at ECC, and (if applicable) for meeting university transfer requirements. Make an appointment with an academic counselor in your major (or any counselor if major is undeclared) at the main counseling appointments counter. Appointments are scheduled in person starting at 8:00am, and by phone starting at 10:00am. Call (310) 660-3457 or 660-3459. **Since the appointment desk is frequently swamped, especially on Mondays, you will be much better served if you can be here in person.**

Transfer Counseling requires a half-hour appointment and provides students with information relating to their intended transfer institution(s), application assistance, personal statement proofreading and editing, and university certification as needed. Make an appointment with a transfer counselor at the desk in the Career/Transfer Center, or by calling (310) 660-3408.

Be sure to visit the Career/Transfer Center (the big round room behind the appointments counter) on a regular basis and take advantage of all the services offered. The Transfer Center publishes a **Transfer Guide** each semester, packed with information about preparing for transfer to a university, and a monthly calendar of college fairs, free university tours, visits from university representatives, information seminars, and application workshops.

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

NOTE: The HTP secretary will give you counseling appointment credit when you give the HTP office a copy of the educational plan or meeting verification note from a transfer counselor. You should also keep a record of your own meetings on the Requirements Chart on page 14 and the Completion Form on page 12 of this Handbook.

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