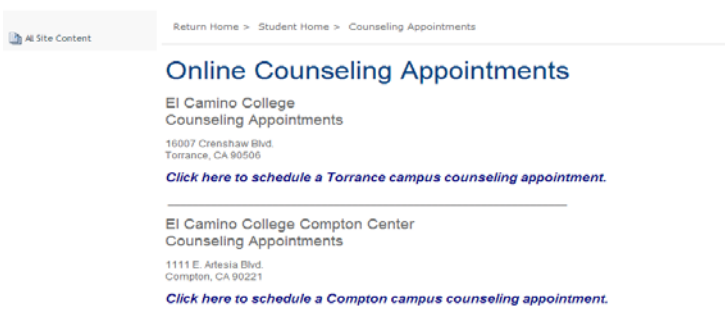


Instructions for Making an Appointment with a Counselor Using Your MyECC

All students may make an academic counseling appointment using their **MyECC** each Thursday evening at 5:00 p.m. Appointments are made one week in advance and last 30 minutes.

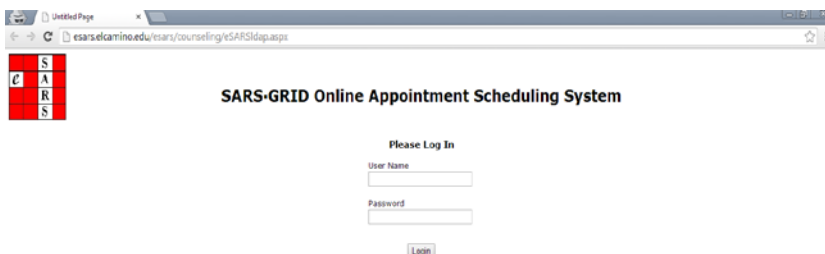
If you need to file a financial aid appeal for GPA or percentage of completion, please make an appointment with an academic counselor and request a one year education plan. If you have exceeded 150% of your program and need a Lock in List (LIL), please make an appointment with **Bernadette Flameno** or **Cheryl Kroll** at ECC and **Holly Schumacher** at the Compton Center.



You can do this in three easy steps:

1) Log on to your MyECC account and click **“Online Counseling Appointments”**; select a campus to schedule a counseling appointment.

Depending on your browser, you may need to right click on **“Click here to schedule a Torrance counseling appointment”** to **open a new window using incognito**. If so, it will look like this:



2) Enter your ECC user name and password (**these are the same as your MyECC User Name and Password**). After you enter this information, the screen will look like this:



3) Click **“Make Appointment”** and then click **“Counselor Group Selection”**. Choose a counselor for the date and time available.

When you attempt to use the online counseling appointment scheduling and you see a blank white screen, use these troubleshooting guide sheets for [Google Chrome](#) and [Mozilla FireFox](#) to assist you.

If you are still experiencing technical difficulties, please contact the ITS Help Desk at 310-660-6571 Monday - Thursday, 8:30am-12:30pm and 1:30pm-4:30pm.