How to Schedule Your Appointment with a Counselor

1. Click on the “Schedule Now” button

2. On the Scheduling page, select your program.
3. **Click** on the name of the assigned Counselor.

4. **Select the session**
5. The current monthly calendar will appear.

6. Select your date and time. Due to the high volume of students we are currently serving, appointments are only scheduled 30 days in advance of your request. Available appointments are based on counselors' availability.

7. Click on the grey-shaded button to select your desired time slot.
8. Select New User to create your account.

9. The Appointment Summary page appears. Complete the required field and click Finalize Appointment.
10. Once you finalize your appointment, your transaction is completed.

11. Print the receipt for your records.