

## ORANGE COAST COLLEGE COUNSELING

### HOW TO SCHEDULE CRANIUM CAFÉ APPOINTMENTS

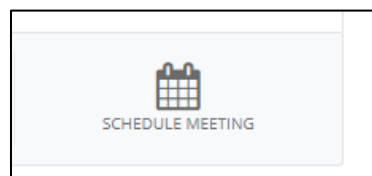
Orange Coast College Counseling offers virtual appointments. Students may select one of three virtual platforms to meet with a counselor: phone, Zoom, or Cranium Café.

All appointment types will provide the same counseling services. If you would like to schedule an appointment using Cranium Café, please follow the steps below:

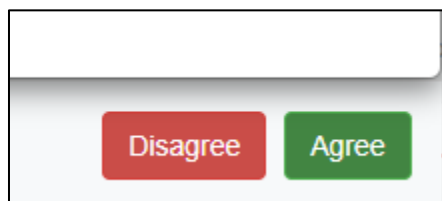
1. Click the blue “Make an Appointment” Button under Cranium Café:



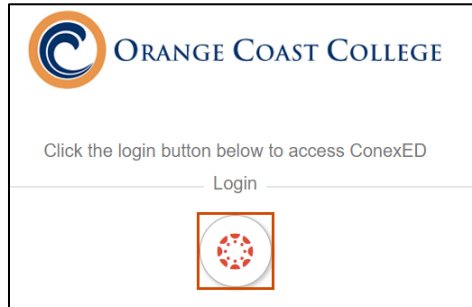
2. Click on ANY Counselors’ “Schedule Meeting Button”
  - a. You will be able to select a specific counselor later in the scheduling process



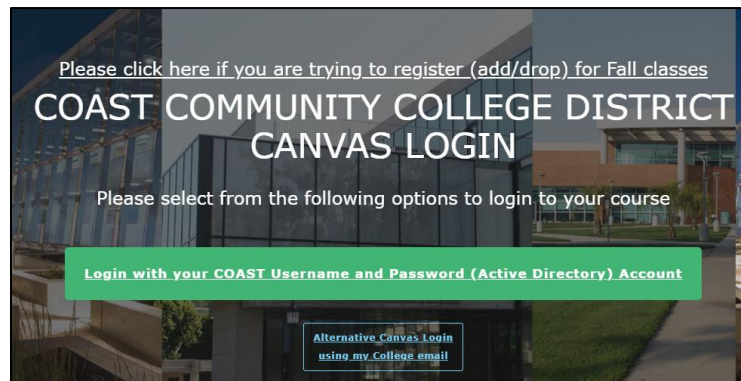
3. Read the “Informed Consent Statement” and click “Agree” if you would like to schedule an appointment.



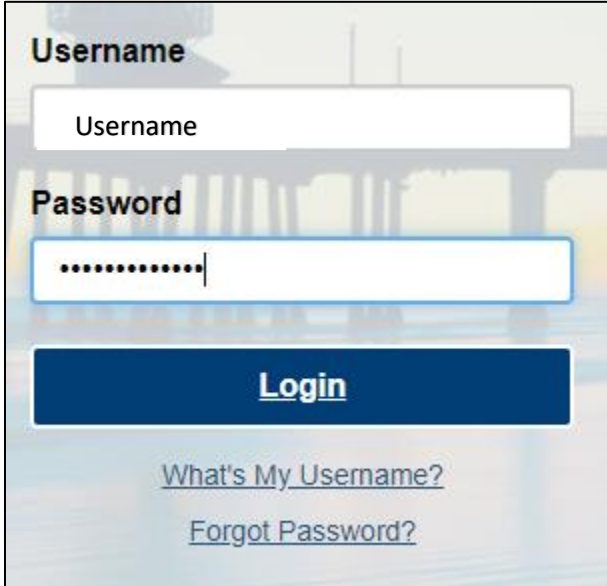
4. Click the Canvas Logo to log in with Canvas:



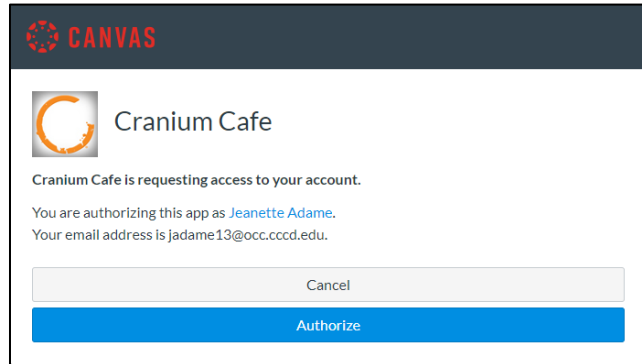
5. Click "Login with your Coast Username..."



6. Enter your Single Sign on Information & click "Log In"



7. Click “Authorize”:



8. Cranium will now redirect you to the “Schedule a Meeting with General Counseling Page (scroll to page 4 for images)
- Select a day if you have a preference (not required to do so, but it is an option)
  - Select a counselor (or leave “All Moderators” selected for full availability)
  - You MUST select a Meeting Location
    - Phone or Video
  - You MUST select a Reason for Meeting
  - Once reason is selected, scroll down to select a meeting date
  - You MUST select a meeting date
  - You will then see time slots for the date
    - You will also see the counselor’s name under each time slot option
  - Once you select a time, you will see an Intake Form (scroll to page 5 for images). You must complete the entire form and will then click “Schedule Appointment” at the bottom of the screen.

This completes the scheduling process. Please check your OCC Student Email for your confirmation email.

Your confirmation email will include important information about your appointment. Please check your email prior to your appointment day and time.

## Schedule A Meeting Page

Schedule a Meeting with General Counseling

### SELECT A MEETING DATE



<< Last Week    Sunday Aug 30    Monday Aug 31    **Tuesday Sep 1**    Wednesday Sep 2    Thursday Sep 3    **Friday Sep 4**    Saturday Sep 5    Next Week >>

### FILTER BY MODERATOR

All Moderators

Arlene Vargas     Bianca Aguirre     Carmen Johnson

Christy Nguyen     Cynthia Voss     Denia Guillen     Jared Vidal

Jennifer Hall     Jennika Celso     Katie Ottoson     Leslie Ann Picazo

Maria D Traver     Patricia Ortega     Ruby Icaro     Steve Hogue

### SELECT A MEETING LOCATION

Telephone Meeting     Video Meeting

### SELECT A REASON FOR MEETING

Academic Counseling (30 minute meeting)

Disqualification (30 minute meeting)

Educational Plan (30 minute meeting)

Graduation Check (30 minute meeting)

Personal Problem (30 minute meeting)

Resources Programs (30 minute meeting)

Transcript Evaluation (30 minute meeting)

Transfer Advising (30 minute meeting)

30 minutes are required for this meeting

### SELECT A MEETING DATE

Tuesday, 09/01/2020     Wednesday, 09/02/2020     Thursday, 09/03/2020

Friday, 09/04/2020

### RECOMMENDED TIME SLOTS

Friday, 09/04/2020

<input type="button" value="→ 8:00 AM to 8:30 AM"/> with Ruby Icaro	<input type="button" value="→ 8:30 AM to 9:00 AM"/> with Ruby Icaro	<input type="button" value="→ 9:00 AM to 9:30 AM"/> with Jennika Celso
<input type="button" value="→ 9:30 AM to 10:00 AM"/> with Ruby Icaro	<input type="button" value="→ 10:00 AM to 10:30 AM"/> with Jennifer Hall	<input type="button" value="→ 10:30 AM to 11:00 AM"/> with Jennika Celso
<input type="button" value="→ 11:30 AM to 12:00 PM"/> with Ruby Icaro	<input type="button" value="→ 12:00 PM to 12:30 PM"/> with Jennika Celso	<input type="button" value="→ 12:30 PM to 1:00 PM"/> with Ruby Icaro
<input type="button" value="→ 1:00 PM to 1:30 PM"/> with Ruby Icaro	<input type="button" value="→ 1:30 PM to 2:00 PM"/> with Jennika Celso	

## Intake Form

**Staff Member:** Ruby Icaro

**When:** Friday, 09/04/2020 8:00 AM to 8:30 AM

**Where:** General Counseling (Telephone Meeting)

**Why:** Educational Plan

**Student ID Number: \***

Your OCC Student ID Number begins with a "C" followed by 8 numbers (CXXXXXXXX)

**Your phone number: \***

**OCC Email Address: \***

**Your major: \***

**Do you have transcripts from other college(s): \***

YES

NO

If yes please submit to OCC and have transcripts available during the appointment.

**Text if you are planning on transferring list the name(s) of university: Area**

**How comfortable do you feel using technology? \***

Not comfortable

Comfortable

Very Comfortable

**Will there be anyone else with you during this appointment time? \***

No

Yes

**If someone will be attending the counseling session with you, please write his/her name: \***

If none please write "NA"