



# How to schedule an EOPS/CARE Counseling Appointment



# Step 01

## Mt. San Antonio College

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# **50**

#### YEARS OF CHANGING LIVES

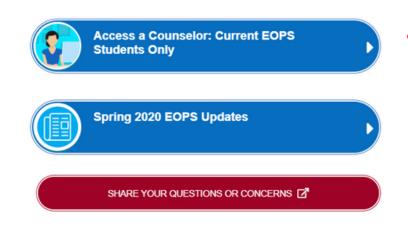
Since 1969, EOPS has been committed to providing educational access and opportunity for low-income and educationally disadvantaged students throughout California, the majority of whom are first-generation college students.

## STEP 1:

Visit the Mt. SAC EOPS/CARE website:

https://www.mtsac.edu/eops/

## **CLICK HERE**





# Step 03

(The following prompt below will be displayed)





## **EOPS Counseling Appointment**

Students currently enrolled in the EOPS Program at Mt. San Antonio College may make an online appointment to see an **EOPS Counselor**. If you are **NOT** an EOPS student please visit: General Counseling Appointments to make an appointment with a general counselor.

#### Make an Appointment Online:

#### Please Note:

- Appointments can be made up to an hour in advance of an available appointment.
- Appointments can only be made one-at-a-time. Students can schedule follow-up appointments AFTER their scheduled appointment has been kept or cancelled.

User Name
Password
Sign in
Cancel

## **STEP 04:**

You will be guided to the page above. Enter your Mt. SAC *Username*, *Password*, and then click on **"Sign In"**.

## **EOPS Counseling Appointment**

## **Appointment Menu**

Please select the desired option

Make Appointment

No appointments have been scheduled

**View or Cancel Appointments** 

**View Appointment History** 

Logout

## **STEP 05:**

Click on "Make Appointment".

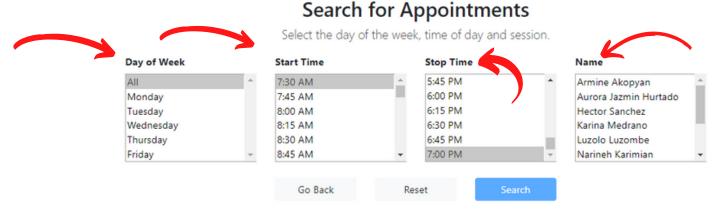


## **EOPS Counseling Appointment**



You will have the option of selecting First Spring Counseling Contact, Second Spring Counseling Contact, and Third Spring Counseling Contact. Refer to the *EOPS/CARE Dates and Deadlines* in the EOPS website in order to select the appropriate counseling contact time frame (based on a projected date you want to meet with a EOPS/CARE Counselor). Click on "Continue".

## **EOPS Counseling Appointment**



## **STEP 07:**

Select a **Day** (or multiple days) **of the Week**, a **Start Time**, a **Stop Time**, and the **Name** of a EOPS/CARE Counselor that you would be like to schedule an appointment with. If you do not know a EOPS/CARE Counselor by name, then it is recommended that you select any/all of the counselors. Click on "**Search**".

### **EOPS Counseling Appointment**

#### **Appointment Search Results**

Select	Date	Day	Time	Counselor Name	
	5/18/2020	Monday	9:15 AM	Urias Garcia	
	5/18/2020	Monday	10:00 AM	Urias Garcia	
	5/18/2020	Monday	12:45 PM	Urias Garcia	
	5/18/2020	Monday	3:00 PM	Urias Garcia	
	5/18/2020	Monday	4:00 PM	Urias Garcia	
	5/19/2020	Tuesday	8:30 AM	Urias Garcia	
	5/19/2020	Tuesday	10:00 AM	Urias Garcia	

## **STEP 08:**

This page will show you available appointment(s) based on the criteria you selected. If an appointment slot (time, day, counselor) meets your needs, then select the oval shape that corresponds with that slot; it will automatically send you to **Step 9**. If an appointment does not meet your needs OR there are no available appointments\*, then click on "**Go Back**" and select another criteria search (in order to repeat **Step 7**).

\*No available appointments will display, "No records matched the specified criteria". Which means the counselor is booked for the next two weeks.

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## **Appointment Confirmation**

90912345678		
Mobile Phone		
Phone Number		<b> ©</b> Opt-in
Email address		
abrambila5@mtsac.ed	u	

## **STEP 09:**

Review all of the <u>Appointment Confirmation</u> details. You can click on "**Opt In**" to receive reminder texts for your appointment; make sure put in your current mobile phone number where messages can be sent. If this appointment meet your needs, then click on "**Continue**" to proceed; if not, then click on "**Go Back**".

## **EOPS Counseling Appointment**

#### **Confirmation Checklist**

Your appointment is for the:

Urias Garcia

Monday, May 18, 2020 at 9:15 AM

#### REMINDERS:

- . The EOPS Counselor will call you at the designated time
- . If you have access to a computer, please make sure to have the computer on
- If you are unable to keep your appointment, please cancel your appointment as soon as possible.

If you have any questions about your appointment, need to cancel or reschedule please call the temporary EOPS hotline at (909) 265-3201.

## **STEP 10:**

Read the <u>Confirmation Checklist</u> details and then click on "**Go Back**". Once you are back on the <u>Appointment Menu</u> screen, click <u>Logout</u>. You are now done with scheduling your EOPS/CARE Counseling Appointment. If you have any questions or concerns, then please contact the EOPS/CARE hotline at (909) 265-3201.

# CONGRATULATIONS! WE LOOK FORWARD TO SEEING YOU.

## - YOUR EOPS/CARE SUCCESS TEAM



