

ORANGE COAST COLLEGE COUNSELING

HOW TO SCHEDULE CRANIUM CAFÉ APPOINTMENTS

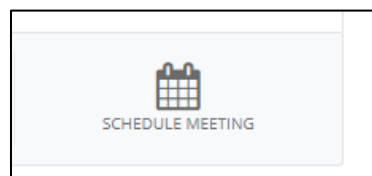
Orange Coast College Counseling offers virtual appointments. Students may select one of three virtual platforms to meet with a counselor: phone, Zoom, or Cranium Café.

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:

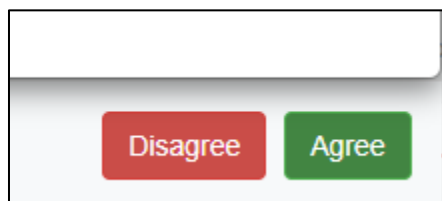
1. Click the blue “Make an Appointment” Button under Cranium Café:



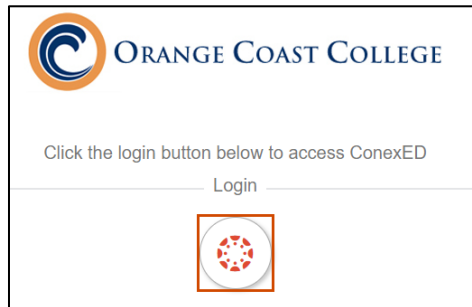
2. Click on ANY Counselors’ “Schedule Meeting Button”
 - a. You will be able to select a specific counselor later in the scheduling process



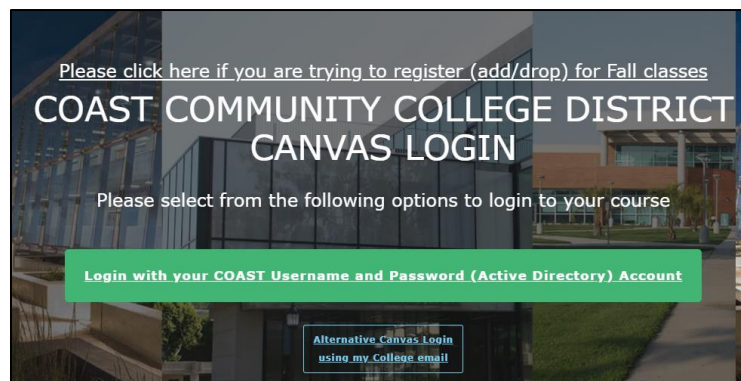
3. Read the “Informed Consent Statement” and click “Agree” if you would like to schedule an appointment.



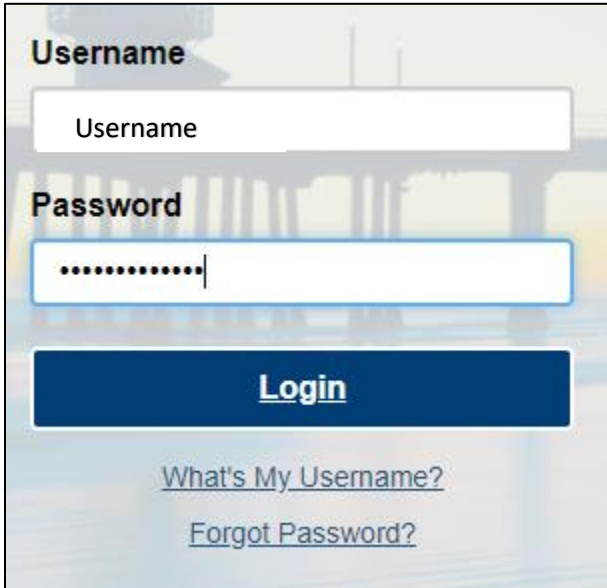
4. Click the Canvas Logo to log in with Canvas:



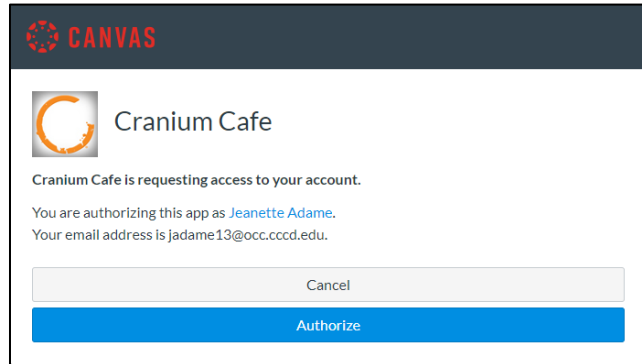
5. Click "Login with your Coast Username..."



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



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

→ 8:00 AM to 8:30 AM with Ruby Icaro	→ 8:30 AM to 9:00 AM with Ruby Icaro	→ 9:00 AM to 9:30 AM with Jennika Celso
→ 9:30 AM to 10:00 AM with Ruby Icaro	→ 10:00 AM to 10:30 AM with Jennifer Hall	→ 10:30 AM to 11:00 AM with Jennika Celso
→ 11:30 AM to 12:00 PM with Ruby Icaro	→ 12:00 PM to 12:30 PM with Jennika Celso	→ 12:30 PM to 1:00 PM with Ruby Icaro
→ 1:00 PM to 1:30 PM with Ruby Icaro	→ 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"