

## How to Schedule Your Counseling Appointment

To schedule an in-person or online counseling appointment, follow these easy steps:


1. Click on “schedule/make an appointment” which will bring you to our ConexED Login Page.
2. Click on "Agree" after reading the Informed Consent Statement.

### Informed Consent Statement

To all current and prospective College of Alameda students. Below are the terms and conditions for using online and in-person Counseling Services at College of Alameda. Please read carefully and click the agree button below in order to move forward.


- I agree to represent myself authentically in all aspects when participating in online and in-person counseling session and/or group workshop. I will provide accurate personal information, educational history, and information related to my educational and career goals so that online counselors can provide the most accurate information.
- Per the Family Rights and Privacy Acts, I hereby grant permission for College of Alameda counselors to discuss information related to my academic records during a live counseling appointment and/or group workshop, via the online Cranium Café meeting center, which I understand to be encrypted and secure. Although Cranium Café encrypts and secures all files using 256-bit SSL encryption, there is no assurance of confidentiality should the system be breached.
- I authorize College of Alameda counselors, relevant College of Alameda personnel, and Cranium Café administrators to, when necessary and for the sole purpose of improving the online meeting services, have access to recorded information from a live online counseling session and/or workshop between myself and a counselor.
- I grant permission to the College of Alameda staff and faculty to access my personal information, including but not limited to my name, e-mail address, phone number, Student ID, academic program, courses enrolled, and other information needed to provide the appropriate academic support I need.
- I understand that when using College of Alameda Counseling Services, I must protect my personal information from others; therefore, if I choose to share my Peralta Colleges login credentials, I release the College of Alameda Counseling Department

3. Click on the Peralta icon to log in using your Peralta Email Login Credentials.



Choose a login button below to access ConexED

Login



4. Select a meeting date.

SELECT A MEETING DATE

« Last Week    Sunday Oct 31    Monday Nov 1    Tuesday Nov 2    **Wednesday Nov 3**    Thursday Nov 4    Friday Nov 5    Saturday Nov 6    Next Week »

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### 5. Select a meeting location.

#### SELECT A MEETING LOCATION

Telephone Meeting

Video Meeting

In- Person (Building A - Welcome Center)

### 6. Select the appropriate reason(s) for your appointment.

#### SELECT A REASON FOR MEETING

Career and/or Major Exploration  
*(60 minute meeting)*

Certificate Petition  
*(60 minute meeting)*

Clear Prerequisite  
*(30 minute meeting)*

Clearing Dismissal Hold  
*(60 minute meeting)*

Degree Petition  
*(60 minute meeting)*

Excess Units Request  
*(30 minute meeting)*

Financial Aid Appeal  
*(60 minute meeting)*

Initial Enrollment Assistance  
*(60 minute meeting)*

Initial Placement (English, ESOL, Math)  
*(60 minute meeting)*

Long-Term Student Education Plan (2 or more semesters)  
*(60 minute meeting)*

Revise current Student Education Plan  
*(60 minute meeting)*

### 7. Confirm specific meeting date.

#### SELECT A MEETING DATE

Monday, 11/01/2021

Tuesday, 11/02/2021

Wednesday, 11/03/2021

Thursday, 11/04/2021

Friday, 11/05/2021

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8. Select a counseling meeting time. Click “Show More” to view more appointment slots. Counselor names are shown right below each appointment slot.

### RECOMMENDED TIME SLOTS

Wednesday, 11/03/2021 (All Times Shown In America/Los Angeles Timezone)

→ 8:00 AM to 9:00 AM  
with **Bubba Peralta**

→ 9:00 AM to 10:00 AM  
with **Julie Saechao**

→ 1:00 PM to 2:00 PM  
with **Bubba Peralta**

→ 2:00 PM to 3:00 PM  
with **Julie Saechao**

Show More...

9. Complete your Appointment Intake Form with the most up-to-date contact information and click “schedule appointment.”

Staff Member: Julie Saechao  
When: Wednesday, 11/03/2021 9:00 AM to 10:00 AM  
Where: General Counseling (Video Meeting)  
Why: Career and/or Major Exploration, Long-Term Student Education Plan (2 or more semesters)

### Appointment Intake Form

Just a few more steps and you will be all set! Here are a few important details to keep in mind:

- 1) If you are more than 10 minutes late to your appointment, you may need to reschedule your appointment.
- 2) If you have non-Peralta transcripts, a Counselor might be able to provide a unofficial evaluation during your appointment. A follow-up appointment may be needed to complete the unofficial evaluation process. Official evaluations are performed by the Admissions Office. Please ask your Counselor for more info about this option.
- 3) If you need assistance with multiple counseling topics, you may need to schedule a follow-up appointment.

What is your Peralta Student ID Number? \*

Example: 1X00000X OR 3000000X (NOTE: ID is 8 numbers long)

What is your Major/Area of Study? \*

If you are unsure please write in "undecided"

How you attended any colleges/universities outside of the Peralta Colleges? \*

Yes

No

The Peralta Colleges include Berkeley City College, College of Alameda, Laney College, and Merritt College

Meeting topic

Include details on why you would like to meet

Telephone number

Enter your phone number in case we need to contact you

Send me SMS Reminders for this Meeting

Attach File

Schedule Appointment

Cancel

## *How to Schedule Your Counseling Appointment*

Once you schedule an appointment you will receive an email with instructions on how to log-in on the day of your appointment. To best utilize ConexED, please be sure to check your internet connection and test your desktop or mobile devices for compatibility.