

Guide to: Scheduling a counseling appointment

Step 1: Click here to access the portal for appointments:
<https://peralta.craniumcafe.com/group/coa---general-counseling/scheduler>

You should see:

Schedule a Meeting with COA - General Counseling

SELECT A MEETING DATE ✕

<< Prev Week Sunday Mar 31 Monday Apr 1 Tuesday Apr 2 Wednesday Apr 3 Thursday Apr 4 Friday Apr 5 Saturday Apr 6 Next Week >>

FILTER BY MODERATOR

All Moderators Araceli G. Z. Shamarao Betty Frias Charles Washington

Cynthia Haro Cynthia Lopez Hector R. Corrales Jamar Mears

Julie Saechao Maha Elaidy Marvin Thompson Vivian Virkkila

SELECT A MEETING LOCATION

In- Person Appointment - CoA Building A - Welcome Video Meeting Telephone Meeting

Activate Windows
Go to Settings to activate Windows.

Step 2: Select your desired Meeting Date:

Schedule a Meeting with COA - General Counseling

SELECT A MEETING DATE ✕

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SELECT A MEETING LOCATION

In- Person Appointment - CoA Building A - Welcome Video Meeting Telephone Meeting

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Step 3: Select your desired Moderator (Counselor):

Schedule a Meeting with COA - General Counseling

SELECT A MEETING DATE ✕

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SELECT A MEETING LOCATION

In-Person Appointment - CoA Building A - Welcome Video Meeting Telephone Meeting

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Step 4: Select your desired Meeting Location:

Schedule a Meeting with COA - General Counseling

SELECT A MEETING DATE ✕

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SELECT A MEETING LOCATION

In-Person Appointment - CoA Building A - Welcome Video Meeting Telephone Meeting

Activate Windows
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Step 5: Select your Reason For Meeting:

In- Person Appointment - CoA Building
A - Welcome

Video Meeting

Telephone Meeting

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 (new
student)
(60 minute meeting)

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

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

Probation - Academic or Progress -
SS10
(60 minute meeting)

Quick Question
(30 minute meeting)

Re-Admit from Dismissal - SS10
(60 minute meeting)

Revise current Student Education Plan
(60 minute meeting)

Short-Term Student Education Plan (1-
2 Semesters for new student)
(60 minute meeting)

Transcript Evaluation
(60 minute meeting)

Transfer Advising
(60 minute meeting)

30 minutes are required for this meeting

SELECT A MEETING DATE

Tuesday, 04/02/2024

Wednesday, 04/03/2024

Thursday, 04/04/2024

Activate Windows
Go to Settings to activate Windows.



Step 6: Select your desired Time Slot:

- RE-ADMIT TO THE DISMISSAL - SSU (60 minute meeting)
- REVISE CURRENT STUDENT EDUCATION PLAN (60 minute meeting)
- SHORT-TERM STUDENT EDUCATION PLAN (1-2 Semesters for new student) (60 minute meeting)

- Transcript Evaluation (60 minute meeting)
- Transfer Advising (60 minute meeting)

30 minutes are required for this meeting

SELECT A MEETING DATE

- Tuesday, 04/02/2024
- Wednesday, 04/03/2024
- Thursday, 04/04/2024
- Friday, 04/05/2024

RECOMMENDED TIME SLOTS

Thursday, 04/04/2024 (All Times Shown in **America/Los Angeles** Timezone)

- | | | |
|---|--|--|
| <input type="button" value="→ 8:30 AM to 9:00 AM"/>
with Maha Elaidy | <input type="button" value="→ 9:00 AM to 9:30 AM"/>
with Jamar Mears | <input type="button" value="→ 9:30 AM to 10:00 AM"/>
with Maha Elaidy |
| <input type="button" value="→ 10:30 AM to 11:00 AM"/>
with Jamar Mears | <input type="button" value="→ 11:30 AM to 12:00 PM"/>
with Cynthia Looset | <input type="button" value="→ 1:30 PM to 2:00 PM"/>
with Jamar Mears |
| <input type="button" value="→ 2:00 PM to 2:30 PM"/>
with Yohan Vinkala | <input type="button" value="→ 2:30 PM to 3:00 PM"/>
with Yohan Vinkala | |

Activate Windows
Go to Settings to activate Windows.

Step 7: Fill the info you need to on this sheet:

RE-APPLY FOR DISMISSAL - C319 (60 minute meeting)

RE-APPLY FOR CURRENT STUDENT EVALUATION PLAN (60 minute meeting)

Transcript Evaluation (60 minute meeting)

Transfere (60 minute meeting)

30 minutes are required for this meeting

SELECT A MEETING DATE

Tuesday, 04/02/2024

Friday, 04/05/2024

RECOMMENDED TIME SLOTS

Thursday, 04/04/2024 (All Times Shown In America/Los Angeles)

→ 8:30 AM to 9:00 AM
with Maha Elady

→ 10:30 AM to 11:00 AM
with Jama Mears

→ 2:00 PM to 2:30 PM
with Shean Vizzella

Show More...

→ 9:30 AM to 10:00 AM
with Maha Elady

→ 1:30 PM to 2:00 PM
with Jama Mears

Staff Member: Cynthia Lopez

When: Thursday, 04/04/2024 11:30 AM to 12:00 PM

Where: COA - General Counseling (In Person Appointment - CoA Building A - Welcome)

Why: Quick Question

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 an 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: 1XXXXXXX OR 2XXXXXXX (NOTE: ID is 8 numbers long)

What is your email address?

What is your preferred email address (one you actually check and use)?*

What is your Major/Area of Study? *

If you are undecided, please write in.

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

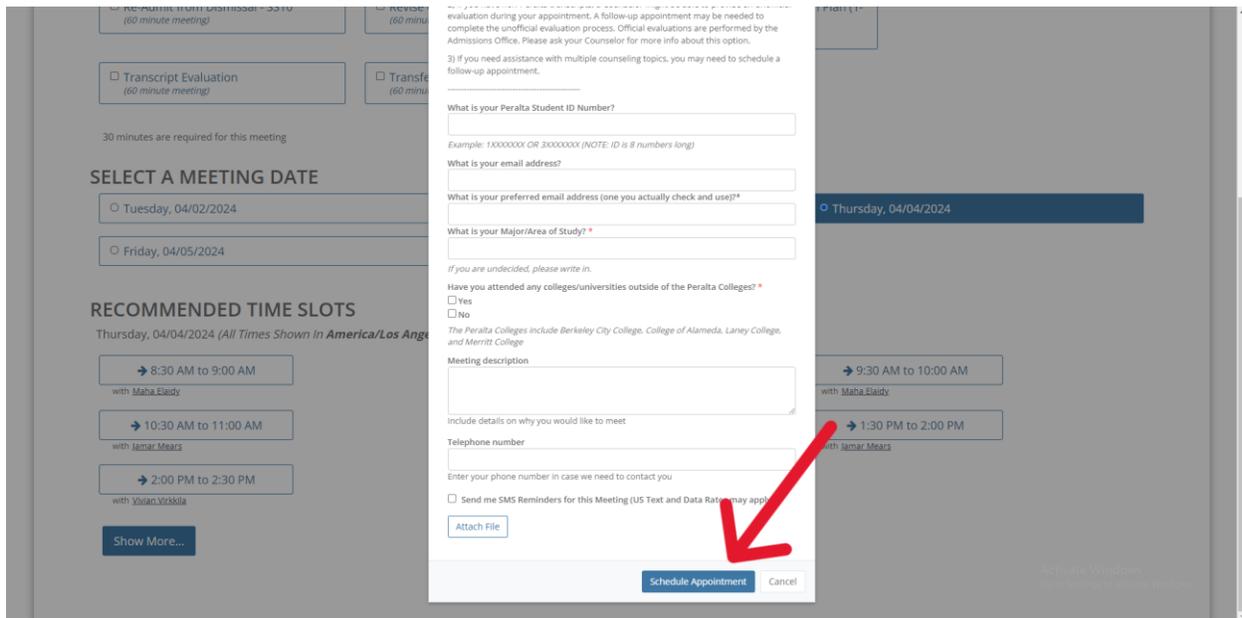
Yes

No

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

Meeting description

Step 8: Click Schedule Appointment:



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: 1XXXXXXX OR 3XXXXXXX (NOTE: ID is 8 numbers long)

What is your email address?

What is your preferred email address (one you actually check and use)?*

What is your Major/Area of Study? *

If you are undecided, please write in.

Have 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 description
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 (US Text and Data Rates may apply)

Guide created by Jacob Whorley (COA IT Student Intern)