

CERRITOS COLLEGE: How to Schedule an Academic Counseling Appointment

STEP 1: Go to the [Cerritos College Student Portal](#) and enter your Student ID number and password to log in.

Cerritos Campus Portal

Student Log-ins
The default password for students signing in for the 1st time is their 8-digit DOB using this format:
MMDDYYYY
[Student Login Help](#)
studentcomputerhelp@cerritos.edu

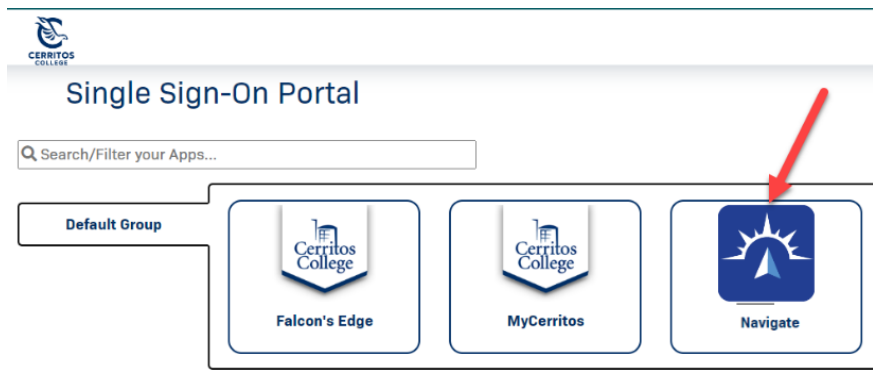
Username / Student ID
Enter your username

Password
Enter your password

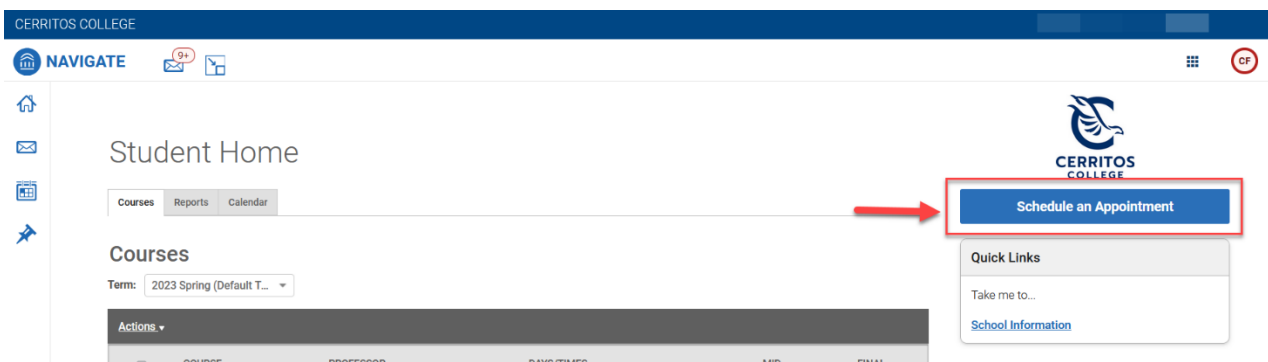
Login

Set Password User Self-Service

STEP 2: Click on the “Navigate” tile.



STEP 3: From the upper-right corner of your **Student Home** page, click on the “Schedule an Appointment” button.



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STEP 4: Respond to the following questions to find your appointment.

CERRITOS COLLEGE

NAVIGATE

< Go Back | Dashboard

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment. Contact the department directly if you need further assistance.

- 1 Which office would you like to schedule your appointment with? *
- 2 Service *
- 3 Pick a Date
May 9, 2023
- 4 Find Available Time

1. Which office would you like to schedule your appointment with?

- Choose one:
 - CalWORKs
 - Career Services
 - Counseling by Learning & Career Pathways (Major)
 - EOPS/CARE
 - LINC/NextUp
 - Office of International Student Services
 - Success Center – Tutoring
 - Transfer Center
 - Veterans Resource Center

2. **Service:** Choose the **Service** reason for which you're scheduling an appointment.

3. **Pick a Date:** Leave on the current date, and the scheduler will display all availabilities at least one week out.

Note: If you do not see any appointment slots, then appointments are currently all booked. Please contact the department directly for options.

4. Click on **Find Available Time**

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STEP 5

All Filters [Start Over](#)

Which office would you like to schedule with?
1 Counseling by Learning & Career Pathway (Major)

Service
Long-Term Education Plan (CSEP)

Pick a Date

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff
3 [Counselor Name] (Your Counselor) x v

How would you like to meet?
4 In-Person x v

Office Location
Counseling Department x v

Course
Select course v

2 COUNSELING BY LEARNING & CAREER PATHWAY (MAJOR) LONG-TERM EDUCATION PLAN (CSEP)

CF Counseling Department
Counselors are here to assist you with your academic/personal goals. Counseling & clearing prerequisites.

Wed, May 10th

9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM

Fri, May 12th

9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM

Mon, May 15th

9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM

Wed, May 17th

9:00 - 10:00 AM

1. Confirm the Appointment Type and Service you selected earlier.
2. Select a date and time from all available options displayed.
 - Appointment availabilities are **at least one week** from the current date.
 - The first available appointment date and time are listed at the very top of the list.
 - **If there are no appointments available, please contact the department for assistance.**
3. Select your Counselor's name – you can schedule with any of your Counselors listed. You can also leave it blank to see all counselor's availabilities.
4. Choose how you would like to meet with your Counselor: **In-person (On-campus)** or **Virtual (Zoom/Video Conference)**.

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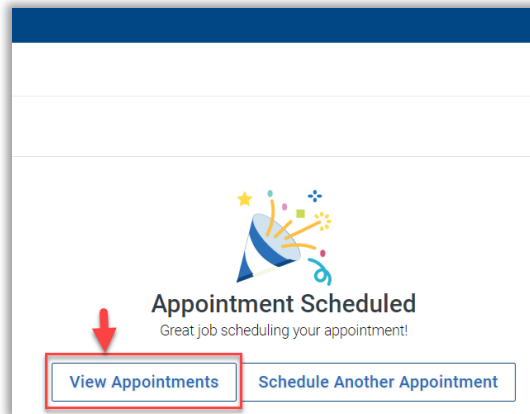
STEP 6

The screenshot shows a web form titled "Review Appointment Details and Confirm". It contains several sections: "Which office would you like to schedule your appointment with?" (Counseling Dept.), "Service" (CSEP - Long Term Education Plan), "Date" (05/16/2023), "Time" (8:00 AM - 9:00 AM), "Location" (Counseling Department), and "Staff" (Your Counselor). A "Details" section includes "Cerritos Counseling Appointment Confirmation Appointment Reminders" with bullet points: "Arrive 15 minutes prior to your appointment to allow time for proper check-in and appointment arrival.", "Complete 5 STEPS BEFORE COMING TO CAMPUS", and "If unable to attend, please make sure to cancel at your earliest convenience." The "Appointment Type" section has two options: "In-Person Appointment" and "Virtual/Zoom Appointment". A "URL / Phone Number" field contains "https://cerritos-edu.zoom.us/". A "How would you like to meet?" dropdown menu is set to "Search by type". A "Would you like to share anything else?" text area is empty. There are checkboxes for "Email Reminder" and "Text Message Reminder", both checked. A "Phone Number for Text Reminder" field is empty. A "Schedule" button is at the bottom. Five red numbered callouts (1-5) point to the office/service, date/time, location, URL, and the Schedule button respectively.

1. Details about the Service, Date, Time, Location, and Staff you selected are provided.
2. If you scheduled a **Virtual (Zoom/Video Conference)** the Counselor's Zoom meeting information is listed.
3. Confirmation of whether you're meeting **In-person (On-campus)** or **Virtual (Zoom/Video Conference)**.
4. Provide any notes that would help your Counselor prepare for your appointment.
5. Click **Schedule** to secure and save your appointment

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STEP 7: Confirmation of the Appointment being scheduled will appear! Click **“View Appointments”** to see all your scheduled appointments on your Dashboard.



Students will receive a confirmation email with the subject line: [APPOINTMENT NOTIFICATION]

- Check your SPAM/JUNK inbox if you do not receive an email

