**Foothill College**

**Honors Institute**

**Counselor Appointment Verification Form**

All Honors Institute participants are required to meet with a counselor at least once every quarter to review or develop their educational plan, as well as to discuss any personal, career or academic concerns. Counseling appointments are scheduled for 30 minutes.

What is a 30-Minute Counseling Appointment?

* The development of your Student Education Plan (SEP)
* Academic, progress and disqualification holds
* Transfer Admission Guarantees (TAGs) contracts
* Financial Aid and Veterans Educational Plans
* Choosing a major and career planning
* Course substitutions
* Filing petitions for degrees or certificates
* Transcript evaluation

How to Prepare for a 30-Minute Counseling Appointment

**BE ON TIME!**

* Bring transcripts from other colleges, test scores, your education plan, and any other records that are relevant to the issues you want to discuss.
* Make a list of questions you would like answers to.
* Do as much legwork ahead of time so you can make the most out of your time with the counselor.

**TIP:** Same-day appointments are now available! For best results, we recommend checking the online appointment system early in the morning and to check daily to see if any appointments have opened up.

<http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>

**Note:** If a student misses two appointments in one quarter he/she will be prevented from making further appointments for the rest of the quarter.

If you need to cancel an appointment, it is imperative to please do so a**t least 24 hours** in advance. There are two ways to cancel:

 **1.** Log into the <http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>  **OR**

**2.** Call the Counseling Office at **(650) 949-7423.**

**See over for verification form.**

**Foothill College**

**Honors Institute**

**Counselor Appointment Verification Form**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above-named met with me for a counseling appointment on the following date. I recommend the following for increased academic/transfer success: (Check all that apply)

* Conduct Financial Aid/scholarship research
* Enroll in a transfer readiness class
* Enroll in a career planning class
* Enroll in a stress management class
* Make an appointment with the DRC.
* Make a counseling appointment with Psychological Services.
* Conduct informational interview(s) with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Obtain tutoring in (list subject)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Increase participation in extracurricular activities
* Reduce work hours by \_\_\_\_\_\_\_\_\_\_\_\_\_
* Obtain letters of recommendation from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Research the following colleges or majors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Meet with the following instructors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Attend a UCLA TAP information session
* Visit the following colleges\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Schedule a follow-up counseling appointment by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Attend the following Transfer Center workshops\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This verification form is due each quarter no later than the Friday before final exams.**

**See over for information regarding counseling appointments.**