



Preparing for Your Walk-In Appointment

Helping You Make the Most of Your Walk-in Time

Use the list of suggestions below to check-off and prioritize your goals for your walk-in counseling session. If you have something to address that is not listed, write that topic at the bottom of this sheet. Please keep in mind that walk-in counseling sessions are approximately 15 minutes (whereas counseling appointments are 30 minutes or more). Refer to the suggestions to help you realistically plan your walk-in counseling session for today and to possibly plan for future topics that would be addressed best in a longer counseling appointment.

Suggestions for Realistically Planning the Appropriate Use of Your Counseling Time

WALK-IN TOPICS

(Quick questions – 10 - 15 minutes)

- Getting started at OCC
- Selecting classes (If you do not have placement scores, this is not realistic)
- Adjusting your schedule
- Discussing requirements for programs/majors
- Interpreting placement scores and prerequisites (e.g., ACT, ACCUPLACER, MTELP scores should already be entered into your OCC record prior to walk-in meeting)
- Requesting permission for 3-peat of a course or credit overload
- Getting transfer information (if needed for immediate scheduling)
- Counseling for a personal issue (usually best on appointment, but can begin to address if immediate need)

ONLY if appointment is unavailable:

- Addressing academic intervention or suspension
- Creating Financial Aid/ACCESS/VA or other Plans of Study

COUNSELING APPOINTMENT TOPICS

(You deserve and likely need more than 30 minutes or more for these topics)

- Choosing a major
- Drafting a long-range plan of study
- Exploring careers/career planning
- Troubleshooting academic success challenges (e.g., failing a class, stress management, etc.)
- Creating Financial Aid/ACCESS/VA or other Plans of Study (especially if choosing a major is involved)
- Completing graduation applications
- Understanding/addressing academic sanctions (warnings, intervention, suspension)
- Interpreting unofficial transfer credits
- Counseling for personal issues
- Exploring transfer colleges and programs

Please keep in mind that ALL topics listed under Walk-In are also appropriate to discuss during a full counseling session

IF YOU DO NOT FIND YOUR REASON FOR SEEING A COUNSELOR IN THE LIST ABOVE, PLEASE USE THIS SPACE TO LIST THE TOPIC FOR YOUR WALK-IN COUNSELING SESSION:
