



Montgomery College
 Germantown Campus, Counseling Department
 SA Building, Room 172
 240-567-7734
www.montgomerycollege.edu/counseling



GERMANTOWN COUNSELING & ADVISING 2013-2014 SERVICE CALENDAR †

DAY OF THE WEEK	APPOINTMENT AVAILABILITY	GENERAL HOURS OF OPERATION
Mondays, Tuesdays, & Wednesdays	8:45am to 6:30PM †	8:30am to 7:00PM ±
Thursdays CLOSED for Department Business 2:00pm to 5pm	8:45am to 1:30pm † and 5:00pm to 6:30pm †	8:30am to 2:00pm ± and 5:00pm to 7:00pm ±
Fridays	8:45am to 4:30pm †	8:30am to 5:00pm ±



MUST PRESENT A PHOTO ID and M# FOR SERVICE.

SERVICE POLICIES:

± Students must be signed in 30 minutes prior to closing to see a counselor.

† Hours of operation may change at any time, especially due to special events or holiday schedules. Please call the Counseling & Advising office (240-567-7734) to inquire about specific hours of operation.

‡ The Counseling department is available to assist students with personal emergencies or quick questions that can be addressed within 5 minutes or less during our general hours of operation as a walk-in student. All other students will be directed to schedule an appointment.

Please plan to arrive at least 10 minutes prior to your scheduled appointment. Students arriving after their appointment time may be asked to reschedule.

If you need more time than scheduled, you may be asked to make a follow-up appointment.



General Questions

For general information or questions about starting at Montgomery College, visit the Welcome Center in SA 100 or contact the Response Center at response@montgomerycollege.edu or 240-567-5000.



Save Yourself A Trip!!!

We may be able to answer your questions via email. Go to Gtcounseling@montgomerycollege.edu if you have a quick question about a specific issue.

How to Schedule an Appointment

1. Students must have applied to the College and been issued an M#.
2. Appointments are typically in 15, 20 or 30-minute blocks.
3. To schedule an appointment, go to: MyMC and click on the Starfish icon (detailed instructions provided on the reverse side of this page.)



How to Schedule an Appointment in Starfish

1. Sign into MyMC.
2. Click on the Starfish icon at the top.
3. Click on "Success Network" and scroll down to view available appointments in the Germantown Calendar and click on "Schedule Online" (or you can choose to meet with a specific counselor by clicking directly on the Germantown Counseling Department link to view individual service members calendars)
4. Select the preferred date from the Calendar on the left and click on the *green plus sign* next to the desired time.
5. From the Add Appointment screen, select the Duration (15, 20 or 30 minutes from the drop-down list).
6. Add information describing the reason(s) for the appointment to the "Detailed Description" box.
7. Click on "Next" and "Schedule."
8. Check your MC e-mail for an appointment confirmation.



3. Home **Success Network**

Services

Germantown Counseling Department
Counseling and Advising Department - Germantown Campus

Schedule Online

Phone: 248-567-7734
Email: gtcounseling@montgomerycollege.edu
Hours: Varies - Check website for hours
Location: Germantown, SA Building - Room 172
Website: <http://www.montgomerycollege.edu/counseling>

4.

September 2013

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	1	2	3	4	5
6	7	8	9	10	11	12

Today

SIGN-UP

Germantown Counseling Department

On the day of your appointment, please arrive at least 10 minutes early to the Germantown Campus. Please bring your student ID and be sure to check in on the computer at the front desk. If you need to cancel an appointment, please call the Counseling and Advising Center at 240-567-7734 or cancel using your MYMC account at least 24 hours in advance.

Appointments	Type
10:15 am	Sign Up (3 available spots) One-on-one session
10:30 am	Sign Up (2 available spots) One-on-one session
10:45 am	Sign Up (2 available spots) One-on-one session
11:00 am	Sign Up (2 available spots) One-on-one session
11:15 am	Sign Up (2 available spots) One-on-one session
11:30 am	Sign Up (3 available spots) One-on-one session
11:45 am	Sign Up (3 available spots) One-on-one session
12:00 pm	Sign Up (3 available spots) One-on-one session

5.

6.

7.

September 2013

SIGN-UP

Germantown Counseling Department

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Add Appointment

Service: Germantown Counseling Department
Date: 09-27-2013
When: Friday at 11:00 am starting 09-27-2013
Reason: Academic Planning
Duration: 15 minutes
Detailed Description:

GERMANTOWN COUNSELING DEPARTMENT

Germantown Counseling and Advising Department - Germantown Campus

SA Building, Room 172

Phone: 240-567-7734
Email: gtcounseling@montgomerycollege.edu
Hours: Varies - Check website for hours
Location: Germantown, SA Building - Room 172

Recommended Duration for Appointments

15 minutes 20 minutes 30 minutes

- Quick Questions
- Permission to Repeat Course
- Request for Prerequisite Override
- Follow up to New Student Advising (eMAP, MAP, IMAP)
- Discuss Academic Status
- Career, Transfer or Academic Planning