ROCKVILLE COUNSELING
FALL 2014 HOURS† (from 8/25/2014 to 1/2/2015)

<table>
<thead>
<tr>
<th>DAY OF THE WEEK</th>
<th>†GENERAL HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays, Tuesdays, and</td>
<td><strong>Appointments</strong> between 8:30am to 7:00pm</td>
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<tr>
<td>Thursdays</td>
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<tr>
<td>Wednesdays</td>
<td><strong>Appointments</strong> between 8:30am to 3:00pm and 5:00pm to 7:00pm</td>
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<td>*Closed for Department meetings weekly from 3pm to 5pm</td>
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<tr>
<td>Fridays</td>
<td><strong>Appointments</strong> between 8:30am to 5:00pm</td>
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**CLOSURES:** Each Wed., 3pm to 5pm for Department Meeting; 9/1 – Labor Day Holiday; 11/27 to 11/30 – Thanksgiving Holiday; 12/24 to 1/2/15 – Winter Holiday

MUST PRESENT A PHOTO ID and M# FOR SERVICE.

SERVICE POLICIES:
† These hours are for the fall semester 8/25/2014 to 1/2/2015. Hours of operation may change at any time, especially due to special events or holiday schedules. Please call the Counseling & Advising office (240-567-5063) to inquire about specific hours of operation.
† The Counseling department is available to assist students with personal emergencies or quick questions via “Standby” that can be addressed within 10-15 minutes or less during our general hours of operation with no appointment necessary. If it is determined that you need more time, you will be asked to schedule a future appointment or provided another option to receive service.
±Standby students must be signed in 30 minutes prior to closing to see a counselor.

Please plan to arrive at least 5 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.

Updated: 8/23/2014
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 “Rockville Counseling Service Calendar” and click on “Schedule Online” (or you can choose to meet with a specific counselor by typing the last name in the Search box at the top of the screen, directly under your name to view individual service member’s calendar)
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 (see below), select the “Duration” from the drop-down list.
6. Be sure to add information to describe the reason(s) for the appointment to the “Detailed Description” box.
7. Click on “Next” and “Schedule.”

Look for a confirmation of your appointment in your MC e-mail.

You may be asked to show this e-mail in order to sign-in for your appointment.

http://appserv.montgomerycollege.edu/StarfishSSO