

### When to Schedule an Appointment:

1. Academic planning – developing an educational plan
2. Personal issues
3. Career counseling
4. Cultural adjustment issues
5. Selecting a major
6. Changing of major
7. Major requirements
8. General Education requirements  
for AA, CSU, IGETC, private  
universities
9. Assessment results and course sequences
10. Dropping below 12 units
11. Receiving an academic probation, disqualification or out of status letter
12. Transfer questions
13. Applying for a certificate or AA degree/graduation
14. Consultation regarding transcripts from U.S. and other schools
15. Letters of recommendation

### When to Come for Drop In:

1. Quick question (less than 15 minutes)
2. Concurrent enrollment signature
3. Verifying an issue in question
4. Clarification of document or letter
5. Placement test results
6. Referrals to other campus resources
7. Enrolling in over 21.5 units