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Summer 2019 Session begins June 10, 2019
 Parking permit requirement begins for Summer 2019 June 17, 2019
 Independence Day Holiday July 4, 2019
 Sexual Misconduct & Title IX

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Counseling Services

Overview

[OnTRAC Scholars](#) are students who are working to enhance their academic skills and achieve their academic and personal goals.

Participation in [OnTRAC Scholars](#) will facilitate reinstatement (if needed) for the following semester. We will also assist you in petitioning to regain priority registration and lost California College Promise Grant -- CCPG fee waiver (formerly BOG).

Counseling Services can assist you with:

- understanding educational options
- establishing educational and career goals
- developing a Student Educational Plan (SEP) as a guide to completing educational goals
- tackling personal issues that interfere with personal and academic success

To utilize Counseling Services, new and returning students must first complete a College Orientation and assessment for course placement.

College Orientation

The College Orientation is required of all new and returning students. You can complete the College Orientation online through your WebSMART account under Student Services.

Counseling Workshops

Counseling Services offers a variety of workshops to assist students with their specific educational goals. These workshops are designed for students to be active and informed participants in their education. The workshop schedule is available on our [Event Calendar](#) page. Stay tuned for new workshops in Fall 2020!

Degree Works

All students who plan to complete a certificate, associate degree, and/or transfer to a university should use DegreeWorks, a web-based tool to help students and counselors monitor progress toward educational goals.

- [Degree Works Tutorial](#)

Transcript Evaluation Service

Students who plan to complete a certificate, associate degree, and/or transfer to a university and have completed coursework at a college or university outside the San Mateo County Community College District should have their previous transcripts evaluated during their first semester at CSM. Submit official transcripts to Admissions and Records and request the official evaluation through WebSMART.

- [Transcript Evaluation Service](#)

Dismissed Students

Are you on Dismissal Status and unable to enroll in courses? You must attend a mandatory OnTRAC Workshop. Please make an appointment through your WebSMART account.

CSM Counseling Appointment "No Show" Policy

It is essential to arrive on time for your scheduled counseling appointment. If you are unable to keep the appointment, you must cancel or reschedule prior to the scheduled appointment. This will allow another student to be seen during that time.

Arriving late or not showing up results in cancellation of the appointment and being marked as a "no show"

Contact Us

Counseling Support Center
College Center Building 10, Room 340

Appointment Scheduling/Main Line
(650) 574-6400

To cancel or change an existing appointment only:
(650) 574-6399. Do not use for making appointments or general questions.

[eAdvising](#)

Counseling services are for:

- Continuing students
- New and returning students who have completed Orientation and Assessment

Drop-in Counseling is frequently offered and is first-come, first-served for eligible students.

The dates and times are subject to change, so we suggest you come in the morning you wish to see a counselor to check available drop-in hours.

June 10-14

Day	Staff	Counselors
Mon	8 am - 4:30 pm	8 am - 4:30 pm
Tue	8 am - 7 pm	8 am - 7 pm
Wed	8 am - 7 pm	8 am - 7 pm
Thu	8 am - 4:30 pm	9 am - 3 pm
Fri	Closed	Closed

June 17-28

Day	Staff	Counselors
Mon	8 am - 4:30 pm	9 am - 3 pm
Tue	8 am - 7 pm	9 am - 7 pm
Wed	8 am - 7 pm	9 am - 7 pm
Thu	8 am - 4:30 pm	9 am - 3 pm
Fri	Closed	Closed

"Drop-in" means counselors are available and will see students in the order in which they arrive. Please give your name and student ID number to the front desk staff. The staff will call your name when a counselor is available. If you do not answer, your name will be removed. We do our best, but cannot guarantee everyone on drop-in will be seen by the end of any day. Thank you.

