

How to Schedule Your Appointment with a Counselor

1. Click on the “Schedule Now” button

The screenshot shows the Triton College Counseling Department's online scheduling system homepage. At the top right, there are fields for "Login" and "Password" with a "Log In" button. Below this is the Triton College logo and a navigation bar with "Counseling", "Appointments", "Counselors", and "Sessions". The main heading is "Please select your program prior to selecting the counselor". Under "Appointment Locator", there are two dropdown menus: "Select Program" (currently set to "Any Program") and "Select Counselor" (currently set to "Select Counselor"). To the right, a welcome message reads: "Welcome to Triton College Counseling Department's online scheduling system!". Below this, it states: "Appointment to meet with a counselor must be scheduled via online. Schedule 24 hours in advance of the time you want. Please ensure that you have requested the correct appointment time, program and reason for the visit before submitting your request." It then lists the steps to make an appointment to see a counselor:


- Select your program of study.
- Based on your selection, you will be able to select the assigned counselor for that program.
- Select a session. Counseling services are provided according to the needs of each student.
- Select your date and time. Due to the high volume of students we are currently serving, appointments are only scheduled 30 days in advance of your request. Available appointments are based on counselors' availability.
- After selecting the time, you will be required to create an account. Please use your assigned Triton College email address when making appointments. If you cannot keep your appointment, please cancel your appointment.

2. On the **Scheduling** page, select your program.

The screenshot shows the Triton College Counseling Department's online scheduling system with the "Select Program" dropdown menu open. The menu lists various programs: Any Program, CAAS, Scholar's Program, Accounting, Anthropology, Architecture, Art, Associate Degree Nursing ADN, Associate in Arts (Transfer), Associate in Fine Arts, Associate in General Studies, Associate in Science, Astronomy, Automotive, Automotive Manufacturing Specific, Bachelor of Science Nursing BSN, Baking & Pastry, Beverage Management, Biology, Business Administration, and Any Program. Below the dropdown menu, there are two more dropdown menus: "Select Counselor" (currently set to "Select Counselor") and "Select Counselor" (currently set to "Select Counselor"). To the right, the Triton College logo is visible, and the navigation bar shows "Counseling", "Appointments", and "Counselors". Below the logo, a welcome message reads: "Welcome to Triton College Counseling Department's online scheduling system!". Below this, it states: "Appointment to meet with a counselor must be scheduled via online. Schedule 24 hours in advance of the time you want. Please ensure that you have requested the correct appointment time, program and reason for the visit before submitting your request." It then lists the steps to make an appointment to see a counselor:

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- After selecting the time, you will be required to create an account. Please use your assigned Triton College email address when making appointments. If you cannot keep your appointment, please cancel your appointment.

3. Click on the name of the assigned Counselor.



Counseling **Appointments**

Please select your program prior to selecting the counselor

Appointment Locator

Select Program
Diagnostic Medical Sonography

Select Counselor
Select Counselor
Mary Casey-Incardone Rm G-216

Welcome to Triton College Counseling

Appointment to meet with a counselor. Please ensure that you have requested an appointment.

The steps to make an appointment are:

- Select your program of study.
- Based on your selection, you will be presented with a list of available counselors.
- Select a session. Counselors are available for appointments on a regular basis.
- Select your date and time. Appointments must be made 30 days in advance of your request.
- After selecting the time, you will be able to confirm your appointment.

4. Select the session

Diagnostic Medical Sonography

Select Counselor
Mary Casey-Incardone Rm G-216

Associate Degree Nursing ADN, Bachelors of Science in Nursing BSN, Licensed Practical Nursing LPN, Diagnostic Medical Sonography, Nuclear Medicine, Ophthalmic Technology, Radiologic Technology, Surgical Technology

Counselor availability is available for scheduling with a two week timeframe.

Please check the college calendar for holiday closing.

Select Session
Select Session

- 4-Year University Transfer Planning
- Academic Counseling
- Academic Program Plan- Creation
- Academic Program Plan- Re-Write
- Academic Program Plan- Review
- Allied Health Program/Nursing Dismissal
- Allied Health/Nursing Program Readmission Request
- Allied Health/Nursing Program Readmission Review
- CAAS Assistance
- CAAS Referral
- Career Counseling
- Classroom Support
- Counseling Restriction
- Follow Up
- General Petition for Course Substitution/Weaver
- Graduation Petition
- Information - New and Current Students
- Personal Counseling
- Registration Assistance

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The steps to make an appointment are:

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- Based on your selection, you will be presented with a list of available counselors.
- Select a session. Counselors are available for appointments on a regular basis.
- Select your date and time. Appointments must be made 30 days in advance of your request.
- After selecting the time, you will be able to confirm your appointment.

Cancellations should be made at least 24 hours in advance.

DISCLAIMER: If this is an personal counseling matter, please call 800-456-6327 for immediate assistance.

If you need to make an appointment, please call the Counseling Department at least 24 hours in advance of your appointment.

No appointments will be available during the following dates:

- September 7th - Holiday, Closure
- November 25th - 29th - Thanksgiving

Should you have any questions, please reach us via email at the address below.

We look forward to seeing you!

Counseling Department
(708)456-0300 ext 3588
counsel@triton.edu

5. The current monthly calendar will appear.

Select Session

Date

August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	31					

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

Select a
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[Cancellation](#)
DISCLAIM
personal i
800-456-6
 If you need
 Last day to
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 Should you
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 We look for
 Counseling
 (708)456-0
counsel@triton.edu

6. Select your date and time. Due to the high volume of students we are currently serving, appointments are only scheduled 30 days in advance of your request. Available appointments are based on counselors' availability.

7. Click on the grey-shaded button to select your desired time slot.

Select Counselor

tracywright@triton.edu
 (708) 456-0300, Ext. 3567
 Office: D-122D

Select Session

Date


August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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
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September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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			

tracywright@triton.edu		
Wednesday, August 19, 2015	8:00am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	8:30am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	9:00am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	9:30am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	10:00am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	10:30am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	11:00am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	11:30am	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	12:00pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	12:30pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	1:00pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	1:30pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	2:00pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	2:30pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	3:00pm	<input type="button" value="Book it"/>
Wednesday, August 19, 2015	3:30pm	<input type="button" value="Book it"/>

8. Select New User to create your account.

[I forgot my login information](#)
 Login Password



[Counseling](#) | [Appointments](#) | [Counselors](#) | [Sessions](#)

Please select your program prior to selecting the counselor

Appointment Locator

Select Program

Select Counselor

tracywright@triton.edu
 (708) 456-0300, Ext. 3567
 Office: D-122D

Select Session

Date

Selected Appointment

Counselor Tracy Wright Rm D-122D
Session Counseling Restriction
Date Wednesday, August 19, 2015
Start Time 10:30am

Please complete the following information.
Are you a new or returning user? New User Returning User

9. The **Appointment Summary** page appears. Complete the required field and click Finalize Appointment.

23	24	25	26	27	28	29
30	31					

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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			

Student ID Please enter your Colleague ID

*** Best Contact Phone**

*** Date of Birth** FORMAT MM/DD/YYYY

*** Email** Please use your school email as your login

*** Login**

*** Password**

*** Retype Password**

Indicate text reminder preference (optional)

Send text reminders ([Terms and Conditions](#))

Mobile Example 000-000-0000

Carrier [Carrier not listed](#)

Do not send text reminders

10. Once you finalize your appointment, your transaction is completed.

Appointment Locator

Select Program
Pre-Engineering

Select Counselor
Tracy Wright Rm D-122D

tracywright@triton.edu
(708) 456-0300, Ext. 3567

Office: D-122D

Select Session
Counseling Restriction

Date

August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4	5	6	7
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Selected Appointment

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Session Counseling Restriction
Date Wednesday, August 19, 2015
Start Time 10:30am



Your appointment has been confirmed!

We will send you a reminder email prior to your appointment. You may log in at any time to see your existing appointments.

[Print Confirmation](#)

[Activate text reminders](#)

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments

[Show All](#) | [Print All](#)

- Wednesday, August 19, 2015 at 10:30am

[Print](#) | [Cancel](#)
[Export to Calendar](#)

[Top](#)

11. **Print** the receipt for your records.