

Counseling Appointments

Scheduling appointments:

If you would like to schedule an appointment over the phone, on ZOOM, or in-person, please contact 619-388-3797 or email us at cwkfd@sdccd.edu, or submit an [appointment request](#).

* Zoom/Video Conference (signup for a free **ZOOM account**) - you can prepare by watching [this zoom video tutorial](#).

Scheduling appointments over the phone:

- Call the City College CalWORKs line at 619-388-3797, between the hours of 8:00am-5:00pm Monday through Thursday

Scheduling an appointment through email:

- Please send an email requesting an appointment to cwkfd@sdccd.edu
- The email should include the following information
 - Student Name
 - CSID
 - CalWORKs case number
 - Reason for the appointment
 - Preferred appointment method such as email, phone call, Zoom meeting
 - Best phone number and email to reach you
 - Three options of preferred appointment days and times
- When scheduling an appointment through email, expect a call back from CalWORKs staff within one 24-36 hours to schedule your appointment, followed by a confirmation email

The day of your appointment:

- If you scheduled a telephone appointment you should receive a call from your counselor within five minutes from your appointment start time.
- If you scheduled a Zoom appointment, expect a Zoom meeting invitation link sent to your email from the time you scheduled your appointment.

If you are not able to keep your scheduled appointment:

- Call the college CalWORKs line at 619-388-3797 or email us at cwkfd@sdccd.edu to cancel or reschedule your appointment

- Please note that remote counseling appointments will be treated the same as in office appointments and you will need to reschedule if you are more than 10 minutes late to your phone call or Zoom meeting