ADVISORY BY APPOINTMENT ONLY

Students are asked to schedule appointments in advance using the Starfish system.

- No appointments available? Please check back regularly as new appointments are made available on an ongoing basis.
  - Many advising issues can be resolved by seeking out help from the appropriate office (e.g., FAFSA questions in the Financial Aid office). Call 240-567-5000 or visit a Welcome Center for help determining the best option for resolving your issue.
  - Students are encouraged to develop relationships with individual Counselors and reach out directly by e-mail, when possible.
  - The Counseling departments are available to assist students with personal emergencies or quick questions via "Express" that can be addressed within 10-15 minutes or less during our general hours of operation with no appointment necessary. If it is determined more time is needed, students will be asked to schedule a future appointment or provided another option to receive service.

WALK-IN ADVISING IN AUGUST

We will be offering walk-in advising services only beginning Monday, August 12th – Friday, August 23rd and again on the first two days of Fall 2019 classes, Monday, August 26th – Tuesday, August 27th.

During the walk-in only period, it is best to arrive at least two hours before the department closes as demand determines when we stop accepting walk-ins. If you are planning to come after 4:00pm Monday – Thursday or after 2:00pm on Friday, call the Counseling & Advising Front Desk to confirm we’re still accepting walk-ins.

Disability Support Services (DSS)

New students to DSS must self-identify to DSS in order to begin the process for accommodations and services. Please visit the DSS website and click on the ‘New Students’ tab and then click on the ‘New Student Intake’ icon to complete the online student intake form.

Once DSS reviews the intake form, DSS will contact you directly to schedule an initial intake appointment.

Returning Students to DSS must request accommodations each semester including Winter and Summer sessions. Students can find the request for Services Form and additional instructions on next steps on the DSS website.

montgomerycollege.edu/counseling-and-advising/disability-support-services

SUMMER 2019

ADDITIONAL ACADEMIC ADVISING OPTIONS

Returning Students with Declared Majors

Students in declared majors are encouraged to work with Program Advisors or Academic Department Chairs. Locate program advisors & download advising guides at: montgomerycollege.edu/academics/program-advising/

All Students—Online Advising

Students with quick questions about a specific/concrete issue can email online advising (this is not ideal for new students or students that need to complete academic planning for the upcoming semester).

1) Go to: www.montgomerycollege.edu/can
2) Scroll down to: ONLINE ADVISING
3) Click on:

Newly Admitted and Prospective Students

Newly admitted and prospective students that need assistance navigating the on boarding process should direct their questions to the Response Center at 240-567-5000 or visit the Welcome Center on their preferred campus.

Visiting Students

Students from other colleges and universities visiting for one semester should follow the steps outlined on: montgomerycollege.edu/admissions-registration/visiting-students.html

Prior Coursework Review for Prerequisite Overrides

Students with transfer credits that are interested in seeking an exemption for placement testing or a pre-requisite override should complete the prior coursework review by following the instructions under Online Advising above and clicking on the “Prior Coursework Review Request Form.”
**HOURS OF OPERATION***

<table>
<thead>
<tr>
<th>Days</th>
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<tbody>
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Appointments required.

Appointments are scheduled using the Starfish system.

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**Extended Evening Hours and Special Closures**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/10/19</td>
<td>Germantown Campus: SA Bldg, Rm 250</td>
<td>2-5pm</td>
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<tr>
<td></td>
<td>Rockville Campus: MK Bldg, Rm 220</td>
<td>2-5pm</td>
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</tbody>
</table>

**Closed for Memorial Day**

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*MC Montgomery College*
**HOURS OF OPERATION**

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**Extended Evening Hours and Special Closures**

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Germantown Campus:
SA Bldg, Rm 250 | 240-567-7734, option 6

Rockville Campus:
MK Bldg, Rm 220 | 240-567-5063, option 5

Takoma Park/Silver Spring Campus:
ST Bldg, Rm 233 | 240-567-1480, option 6

6/10/2019
## HOURS OF OPERATION*

**Mondays**  
8:30 a.m. - 5:00 p.m.

**Tuesdays**  
8:30 a.m. - 5:00 p.m.

**Wednesdays**  
8:30 a.m. - 5:00 p.m.

**Thursdays**  
8:30 a.m. - 5:00 p.m.

**Fridays**  
8:30 a.m. - 5:00 p.m.

*Hours of operation may change at any time.*

Appointments required.  
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## Extended Evening Hours and Special Closures

### July 2019

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6/10/2019
**HOURS OF OPERATION***

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**Extended Evening Hours and Special Closures**

**AUGUST 2019**

**MC COUNSELING & ADVISING**

**GERMANTOWN | ROCKVILLE | TAKOMA PARK/SILVER SPRING**

**Rockville**

Open 5-7pm

**TP/SS**

Open 5-7pm

**Germantown**

Open 5-7pm

**TP/SS**

Open 5-7pm

**Rockville**

Open 5-7pm

**Germantown Campus:**

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**Monday, August 12th – Tuesday, August 27th - WALK-IN ADVISING ONLY**

*Appointment scheduling via Starfish will resume on Wednesday, August 28th.*

- **Walk-in sessions** will focus on immediate advising needs in preparation of the Fall 2019 semester. Please schedule an appointment via Starfish once the semester gets underway for Financial Aid SAP planning and for more detailed academic, transfer, and graduation planning.

- **During the walk-in only period,** it is best to arrive at least two hours before the department closes as student demand determines when we have to stop accepting walk-ins. If you are planning to come after 4:00pm Monday–Thursday or after 2:00pm on Friday, please call the Counseling Front Desk to confirm if we're still accepting walk-ins.

---

**Walk-In Period Ends / Appointments Resume**

**RV**

Open Until 7pm

**TP/SS**

Walk-In Until 7pm

**GT**

Walk-In Until 7pm

---

**CLOSED UNTIL 2PM FOR COLLEGEWIDE MEETING**

**RV**

Walk-In Until 7pm

**TP/SS**

Walk-In Period Ends

**GT**

Appointments Resume

---

**RV**

Open Until 7pm

**TP/SS**

Appointments Only

**GT**

Appointments Only
1. Go to: mymc.montgomerycollege.edu and sign in with your "MyMC" login/password
2. Click on “Counseling & Advising Network”.
3. Scroll down and click on “Log in to Starfish”.
4. On the left-hand side, click on the menu and click on “My Success Network”
5. Find your preferred Counseling Department by campus and click on “Schedule” to schedule with the next available counselor. To schedule with a specific counselor, click on the campus link and scroll down to see an alphabetical list of counselors and their calendars.
6. Select an option under “What do you need help with” that most closely matches.
7. Click on “Continue”.
8. Select your preferred day (tip: look for dates in bold).
9. Select your preferred time from the list of options.
10. Click on “Continue”.
11. Add information to describe the reason(s) of the appointment in the space provided.
12. Click on “Confirm.”.

Wait for an appointment confirmation in your MC e-mail.

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