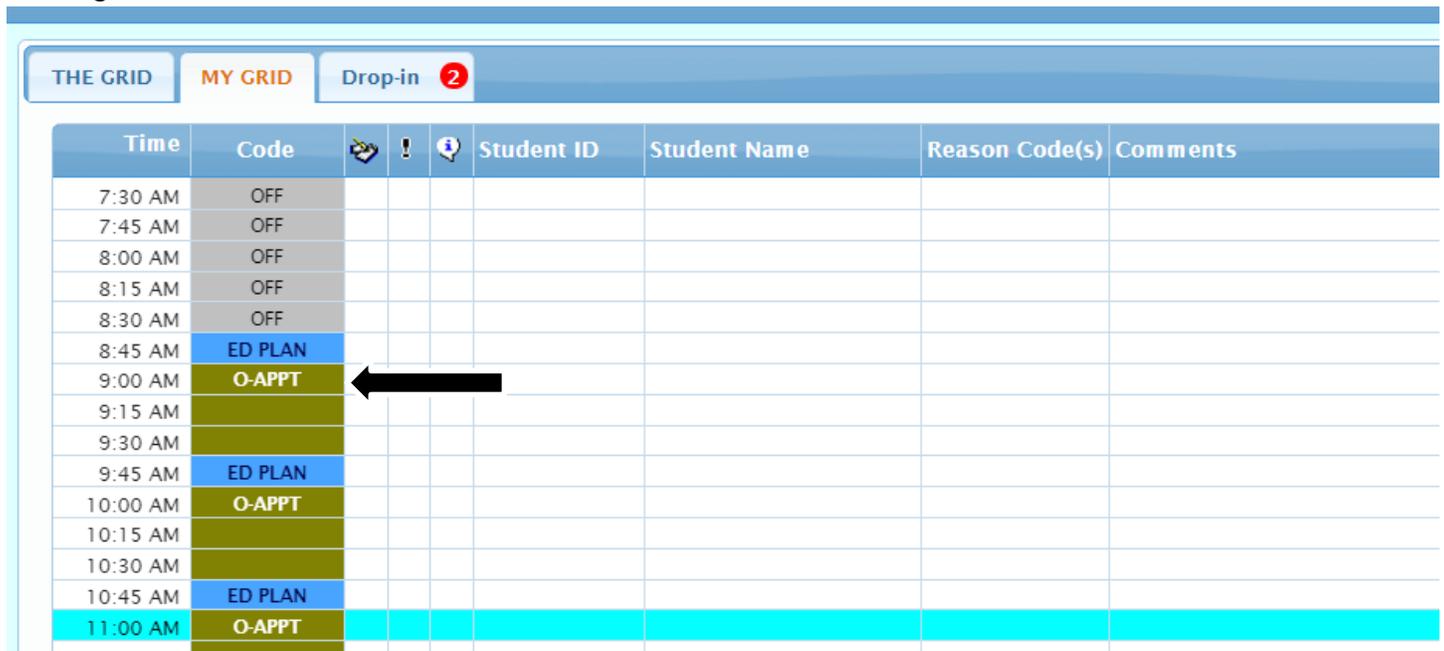


ZOOM INSTRUCTIONS

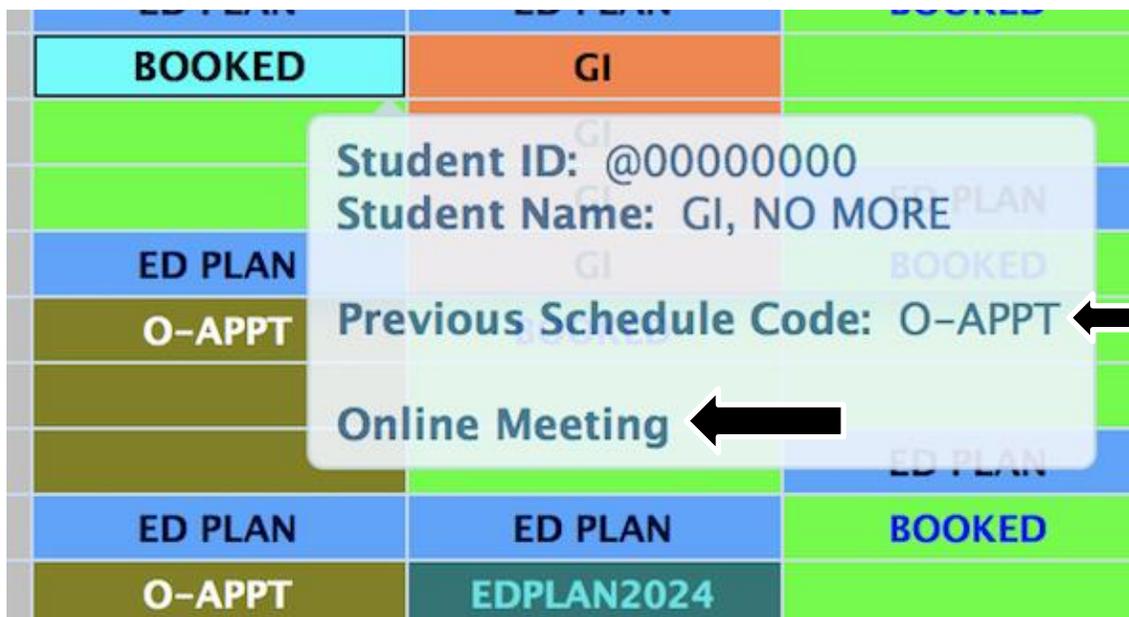
Counselors will check SARS daily for O-APPT.

How to check SARS for Zoom appointments: It should look like this on your SARS Calendar, prior to it being scheduled.



Time	Code	Student ID	Student Name	Reason Code(s)	Comments
7:30 AM	OFF				
7:45 AM	OFF				
8:00 AM	OFF				
8:15 AM	OFF				
8:30 AM	OFF				
8:45 AM	ED PLAN				
9:00 AM	O-APPT				
9:15 AM					
9:30 AM					
9:45 AM	ED PLAN				
10:00 AM	O-APPT				
10:15 AM					
10:30 AM					
10:45 AM	ED PLAN				
11:00 AM	O-APPT				

Zoom Appointments on SARS will not have a different color once the appointment is **BOOKED**. You will need to hover over the appointment on SARS and you will see O-APPT rather than APPT 45 next to “Previous Schedule Code”. You will also see towards the bottom, the phrase “Online Meeting”.



BOOKED	GI	BOOKED
ED PLAN	GI	ED PLAN
O-APPT	GI	BOOKED
ED PLAN	ED PLAN	BOOKED
O-APPT	EDPLAN2024	

Student ID: @00000000
Student Name: GI, NO MORE
Previous Schedule Code: O-APPT
Online Meeting

Login to the OLC email address (olc@fullcoll.edu), since you will be emailing student’s annotated GE patterns, etc. using this email address.

Suggestion: Have 2 folders on your desktop for easy access and to help identify which documents will be emailed to the corresponding student; folders may be titled APPT 1 and APPT 2 or a naming convention that works best for you (student first initial and last name) containing GE patterns, major guidesheets and the half-sheet instructions on how to access their SEPP via myGateway.

To duplicate items from one folder to another:

1. Right click on your desktop and choose **New > Folder**
2. The Words "**New Folder**" will be highlighted and ready for you to rename to the naming convention you choose.
3. Open the preexisting folder on your desktop that holds the online documents you wish to copy to the new folder
4. Hold down **Control** and hit "**A**" on your keyboard to Select All
5. Hold down **Control** alone and with your pointer on mouse deselect any items you do not wish to copy into the new folder
6. Hold down **Control** and hit "**C**" on your keyboard to Copy All
7. Open your new folder and hold down **Control** and hit "**V**" on your keyboard to Paste All

You may want to have ASSIST, FC catalog, Articulation website, Counselor links page opened or bookmarked in your preferred web browser (Chrome is probably the ideal web browser) for easy access.

Jasmine will set up appointment(s) on SARS and Zoom. Should you need the meeting ID, you will be able to locate the meeting ID number in SARS in the Meeting URL once you double click on the appointment. The numbers as part of the URL at the end is the meeting ID.

Student Appointment Screen

Student Information

BannerID: @00000000 | Name: GI, NO MORE | Birth Date: | Search |

Home Phone: | Ext.: | Contact Phone: | Ext.: | Text Phone: |

Email: | Email 2: |

Appointment Information

Stewart Kimura - Friday - 11/3/2017
11:00 AM - 45 minutes

Reason Code: 2 O-APPT | Comments: Online Counseling Appointment 1

Room #: 2022 | Confirmation Options: Email

Online Meeting

Meeting URL: https://fccounseling.zoom.us/j/643682536

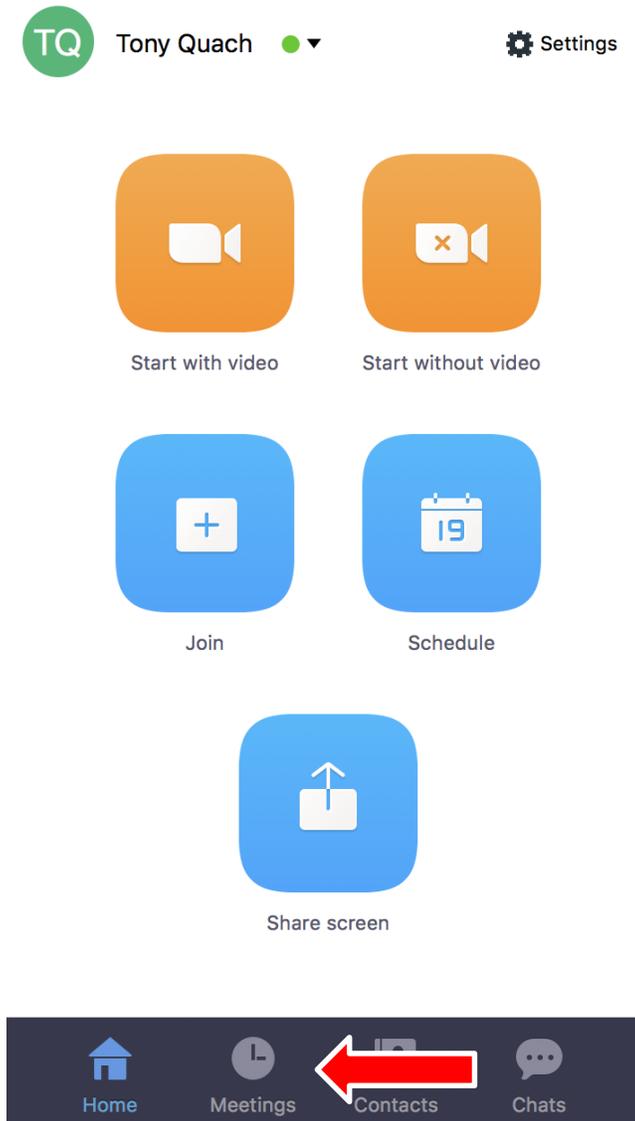
Buttons: Cancel, Attendance, Close

Additional Info: Alert, Extend, Notepad, Opt In Settings, Reprint Confirmation, Student History, Unextend

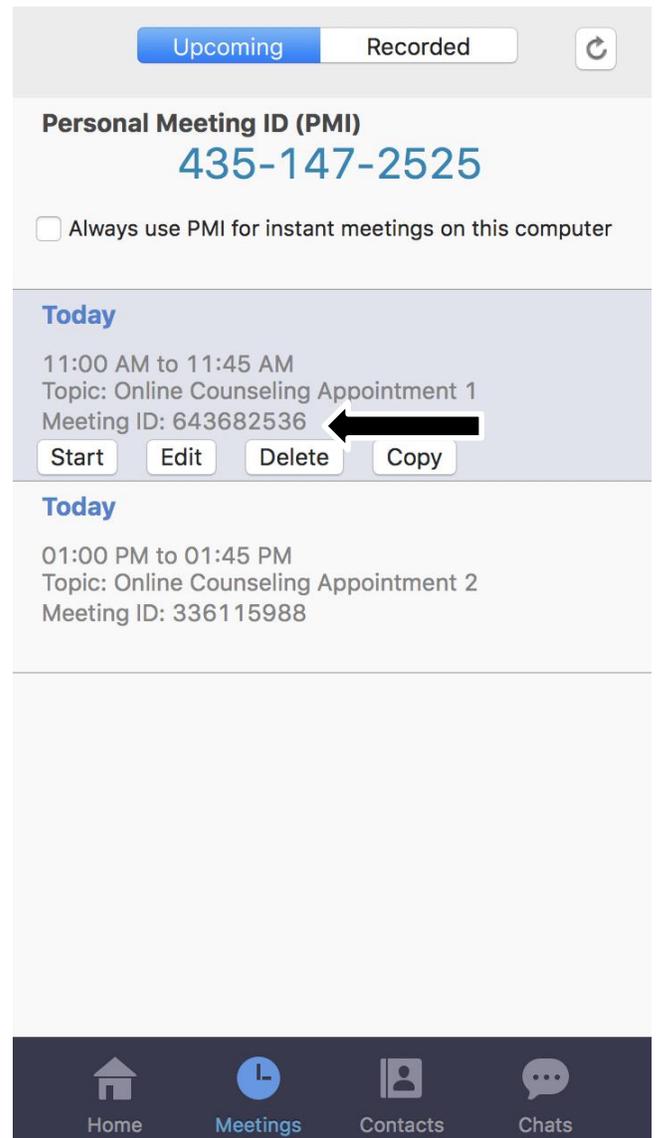
Step 1. Sign in to Zoom (via the zoom application on your computer) if you haven't done so already.

Call student, **via your office phone**, at their preferred contact phone number as listed on SARS. (Using the number noted on the Zoom application may result in phone charges for the student).

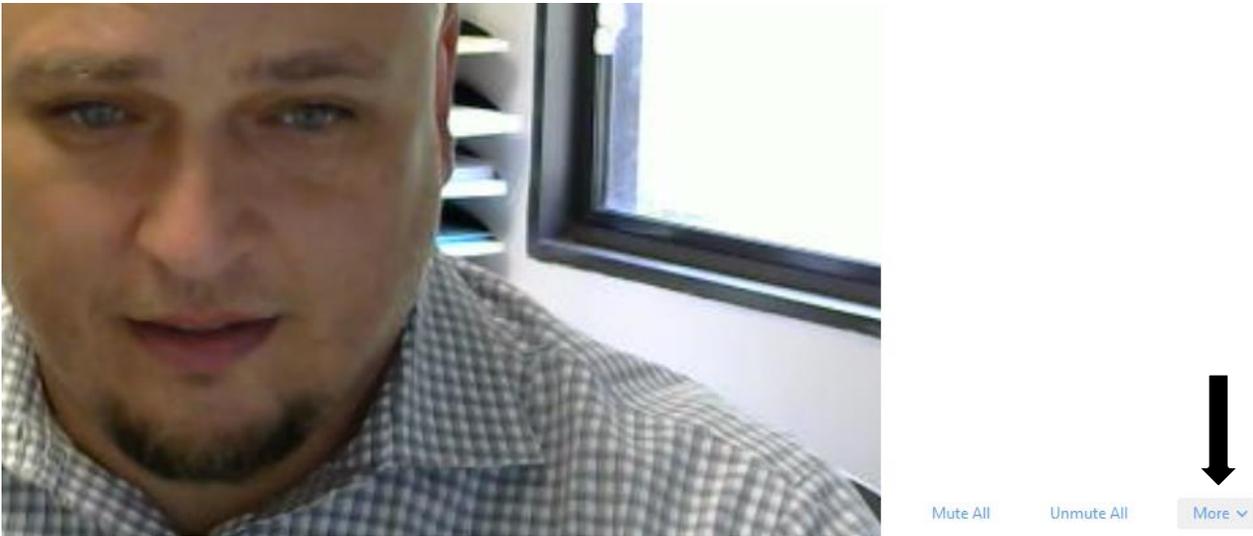
1. Join meeting by clicking on the meetings icon within the Zoom application.



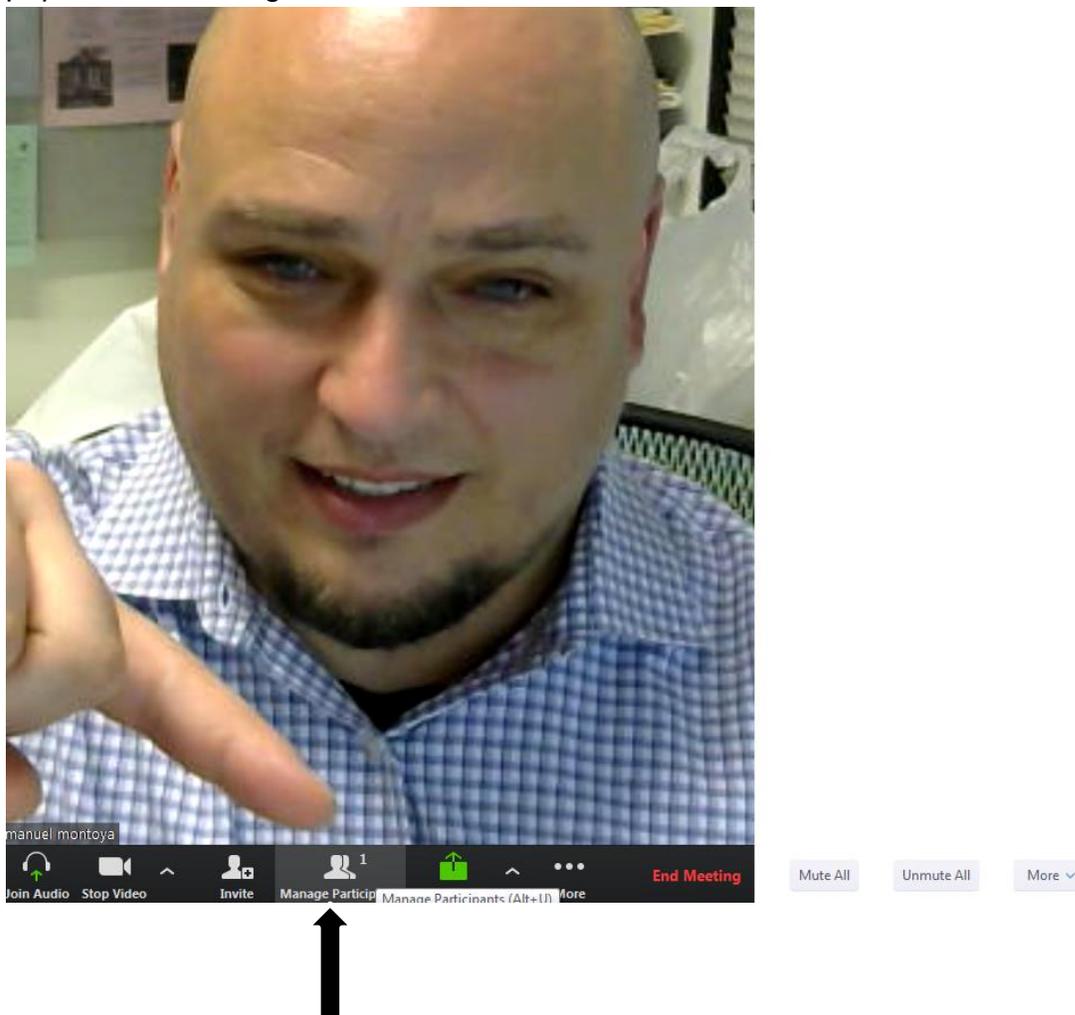
2. Hover your mouse over the appointment you wish to start and the start button will appear like in the image below. *Notice that the meeting ID matches the one in the SARS appointment.

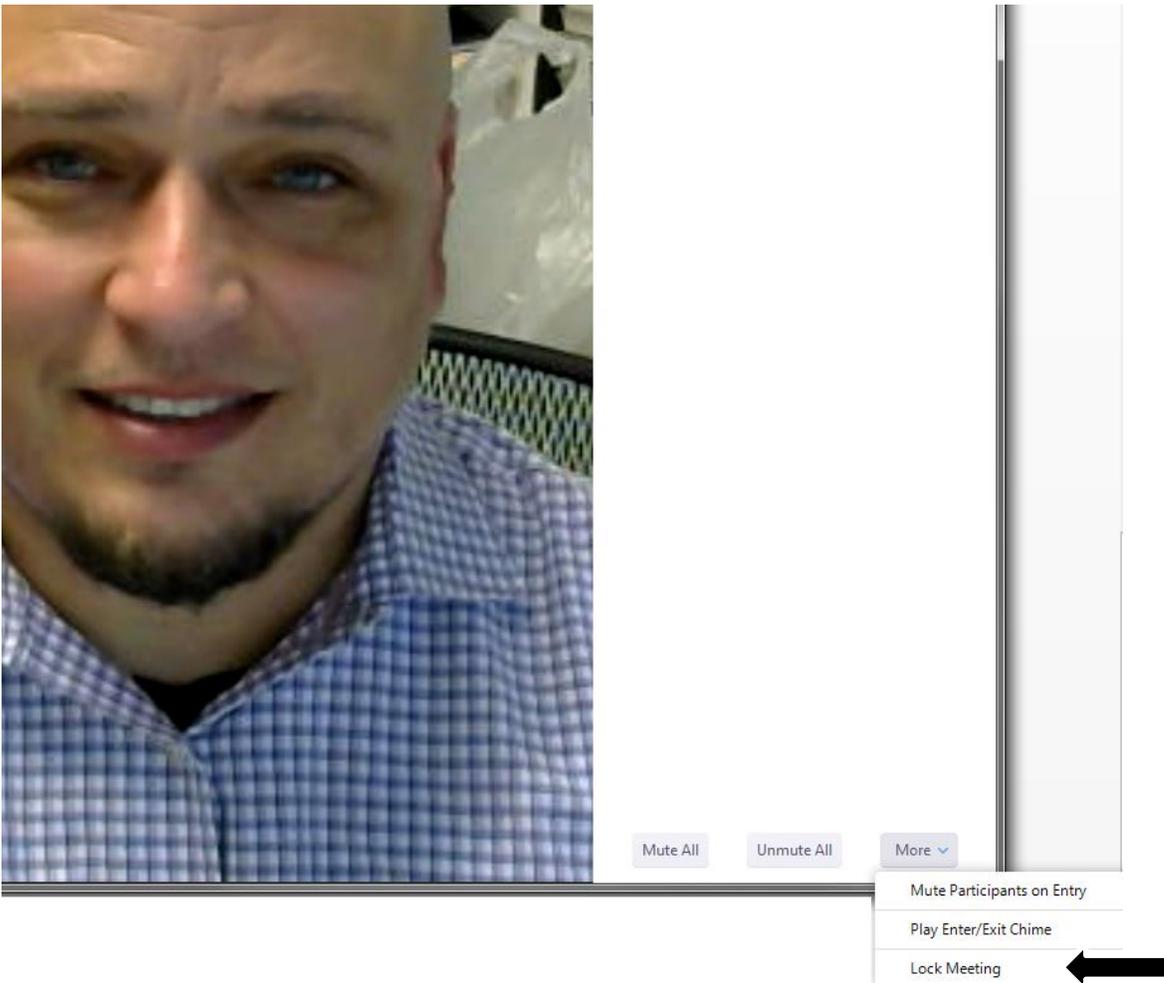


2. Click the Start button to start the Zoom meeting and after the student has joined you, lock the meeting. At bottom right corner of the Zoom application window click on the link “More”



3. If you don't see the button that says “More” then click on “Manage Participants” and it will pop out from the right side.





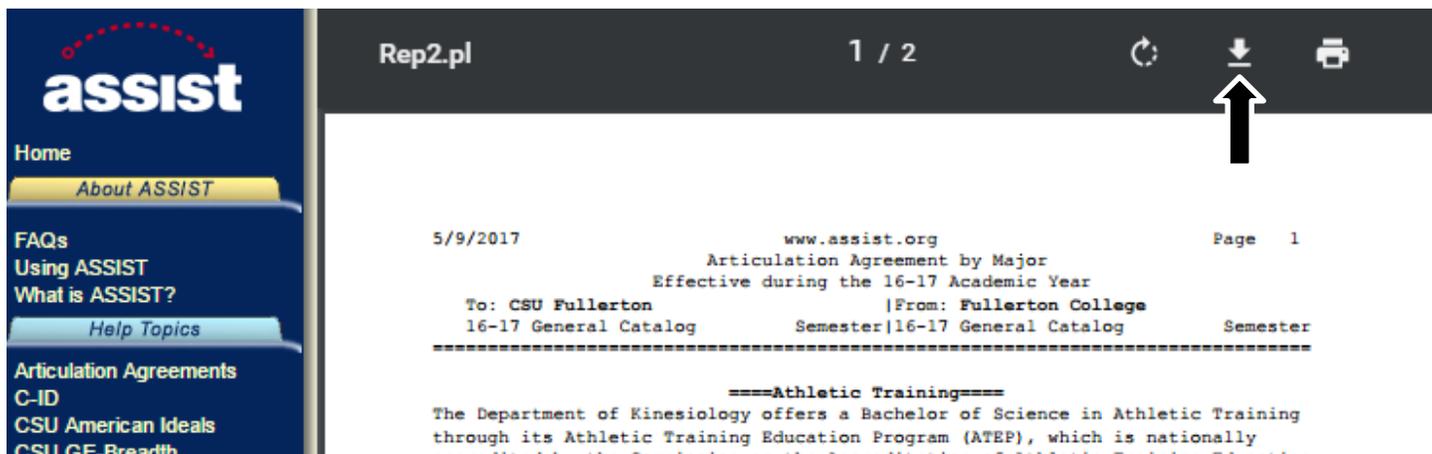
Step 2. Confirm that student is in a private and safe area (ex: not operating a moving vehicle).

Step 3. Verbally authenticate that the student is who they say they are by them answering at least three of the following questions:

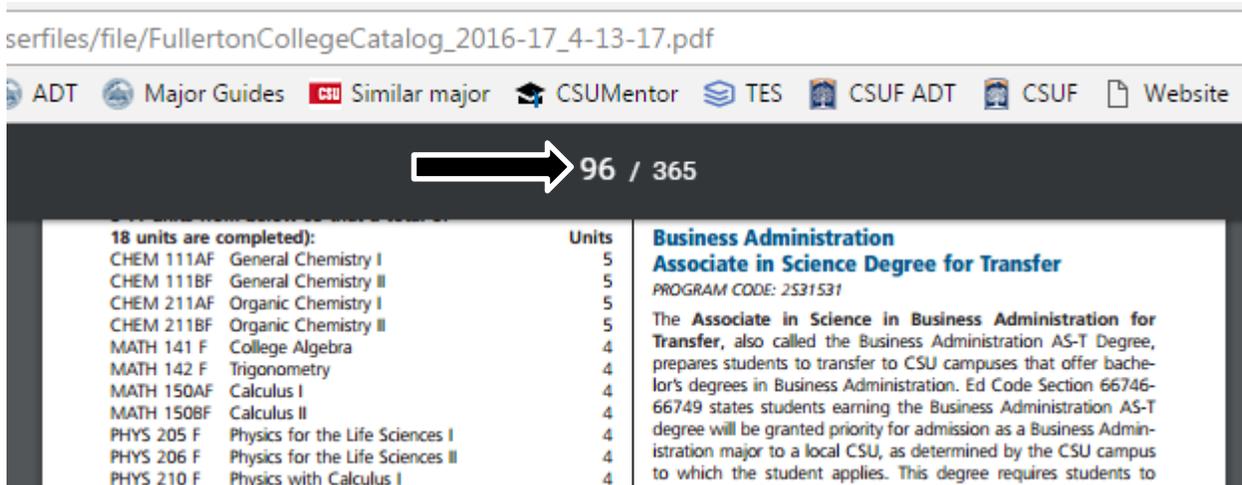
1. What is your DOB [SPAIDEN-Biographical]?
2. What is the last 4 digits of your SS# or your TIN (tax ID #) [SPAIDEN-biographical]?
3. What is your address and 5 digit ZIP [SPAIDEN-Address]
4. Course # (e.g. Math 100 F) of any course taken at Fullerton College and grade earned [SHACRSE] - (don't use this question if this is student's first semester).
5. What are all of your terms (semesters) of attendance [SHACRSE] - (don't use this question if this is student's first semester).
6. Major and Educational Goal (AA Degree, Certificate, etc.) [SGASTDN]
7. Students highest educational level [SGASTDN - misc tab]
8. High School / Graduation Year (if no grad date in Banner, then student either didn't indicate or didn't graduate HS) [SOAHSCH]
9. Other colleges attended [SOAPCOL]

Step 4. Annotating GE patterns – refer to Stewart’s handout. (expand instructions to include changing highlighter color, font...)

- How to convert **Assist** documents to PDF file.
 1. When your Assist document is open, click on the “Print this Report” icon at the top left
 2. Your document will now be viewable as a ready to print or download PDF document
 3. Click on the Download link and title the Assist PDF as something like “17-18 [academic year] Business Admin [major] Full Coll to CSUF [schools] articulation”



- How to convert Catalog pages (parsing specific pages) into a PDF file.
 1. Using Google Chrome, Go to the specific page(s) you wish to parse out from the catalog.
 2. Be aware that the actual page of the document will differ from the page that Google Chrome notes at the top. The actual page in the catalog is page 92 but in the web browser it is page 96. So to print page 92 in the catalog you will note the page number as referenced in the web browser, page 96. You may also print a range of pages 96-98 or 96-98, 211, 214.



3. Click on the print icon.

Major Guides Similar major CSUMentor TES CSUF ADT CSUF Website Counseling CSULB Major Criteria Local GPA Calc Impacted UCI

96 / 365

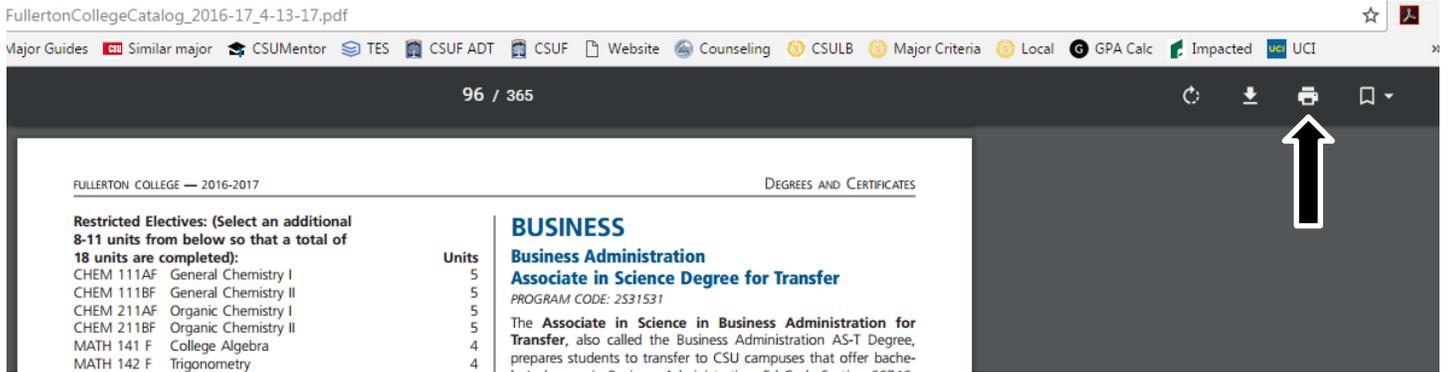
FULLERTON COLLEGE — 2016-2017 DEGREES AND CERTIFICATES

Restricted Electives: (Select an additional 8-11 units from below so that a total of 18 units are completed):

CHEM 111AF	General Chemistry I	5
CHEM 111BF	General Chemistry II	5
CHEM 211AF	Organic Chemistry I	5
CHEM 211BF	Organic Chemistry II	5
MATH 141 F	College Algebra	4
MATH 142 F	Trigonometry	4

BUSINESS
Business Administration
Associate in Science Degree for Transfer
 PROGRAM CODE: 2531531

The **Associate in Science in Business Administration for Transfer**, also called the **Business Administration AS-T Degree**, prepares students to transfer to CSU campuses that offer bache-



- Change the Destination to "Save as PDF" and note the page(s) you wish to parse out of the catalog.

Print

Total: 5 pages

Save Cancel

Destination Save as PDF Change...

Pages All 96-98, 211, 214

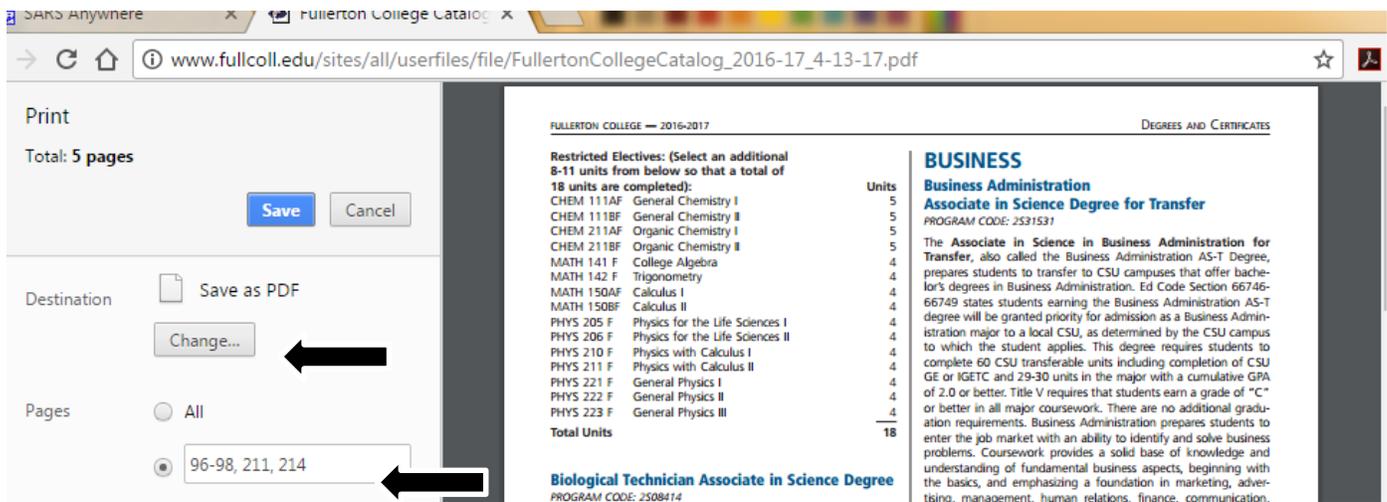
FULLERTON COLLEGE — 2016-2017 DEGREES AND CERTIFICATES

Restricted Electives: (Select an additional 8-11 units from below so that a total of 18 units are completed):

CHEM 111AF	General Chemistry I	5
CHEM 111BF	General Chemistry II	5
CHEM 211AF	Organic Chemistry I	5
CHEM 211BF	Organic Chemistry II	5
MATH 141 F	College Algebra	4
MATH 142 F	Trigonometry	4
MATH 150AF	Calculus I	4
MATH 150BF	Calculus II	4
PHYS 205 F	Physics for the Life Sciences I	4
PHYS 206 F	Physics for the Life Sciences II	4
PHYS 210 F	Physics with Calculus I	4
PHYS 211 F	Physics with Calculus II	4
PHYS 221 F	General Physics I	4
PHYS 222 F	General Physics II	4
PHYS 223 F	General Physics III	4
Total Units		18

BUSINESS
Business Administration
Associate in Science Degree for Transfer
 PROGRAM CODE: 2531531

The **Associate in Science in Business Administration for Transfer**, also called the **Business Administration AS-T Degree**, prepares students to transfer to CSU campuses that offer bachelor's degrees in Business Administration. Ed Code Section 66746-66749 states students earning the Business Administration AS-T degree will be granted priority for admission as a Business Administration major to a local CSU, as determined by the CSU campus to which the student applies. This degree requires students to complete 60 CSU transferable units including completion of CSU GE or IGETC and 29-30 units in the major with a cumulative GPA of 2.0 or better. Title V requires that students earn a grade of "C" or better in all major coursework. There are no additional graduation requirements. Business Administration prepares students to enter the job market with an ability to identify and solve business problems. Coursework provides a solid base of knowledge and understanding of fundamental business aspects, beginning with the basics, and emphasizing a foundation in marketing, advertising, management, human relations, finance, communication,



- Name your document as you wish and save to the location you desire.

Step 5. Remind student that we will send an email with annotated documents and instructions on how to access their Ed Plan via myGateway.

If student has other college transcripts (OCTs), let student know that they will need to submit official transcripts before a second online appointment may be scheduled.

Step 6. Email student annotated documents from OLC account. Ask Stewart/Tony to create counselor folders to determine which counselor it came from. Create counselor signature?? GLC, HEH...

Step 7. Denote the Appointment as "Show" or "No Show" on SARS

- Double click on the student appointment on SARS
- Close the initial window by clicking on "Cancel"
- Click on "Attendance" tab and note as "Show."