

# ELAC Counseling Department Update

(October 2023)

The ELAC Counseling Department offers all services remotely and select services in-person. Remote services are offered through phone, video, and email using platforms such as Cranium Cafe. In person services are provided at the Monterey Park and South Gate campuses.

Typical hours of operation at the Monterey Park Campus:

- Monday & Thursday: 830am – 5pm
- Tuesday & Wednesday: 830am – 6pm
- Friday: 8am – 1pm

For general inquiries on scheduling your counseling appointment or questions about campus resources, please contact a Staff Member by calling (323-265-8751) or visiting the office during open hours.

The 3 primary options to connect with a counselor are:

1. [Express/Live Chat](#) or Phone- for brief but urgent questions (video, phone, in-person)
2. [Appointment](#) - for longer discussions to review your progress (video, phone, in-person)
3. [Email](#) - for brief, non-urgent questions

General Topic:	Connect with a Counselor:
Quick questions on forms	<a href="#">Express/Live Chat</a> , call 323-265-8751, or <a href="#">Email</a>
Prerequisite clearances	<a href="#">Express/Live Chat</a> , call 323-265-8751, or <a href="#">Prereq Form</a>
1 semester course recommendations (ASEP) (for new students or general suggestions)	<a href="#">Express/Live Chat</a> or call 323-265-8751
Graduation Petitions (LACCD classes only)	<a href="#">Express/Live Chat</a> , call 323-265-8751, or <a href="#">Email</a>
Change of Home College or Major	<a href="#">Express/Live Chat</a> , call 323-265-8751, or <a href="#">Email</a>
Student Educational Plans for 3 semesters or more (for Financial Aid appeal, Dismissal appeal, or other)	<a href="#">Appointment</a>
Transcript evaluation (for students with courses from non-LACCD colleges)	<a href="#">Appointment</a>
Graduation Petitions (for students with courses from non-LACCD colleges)	<a href="#">Appointment</a>

\*Please check the appointment scheduler [link](#) on Friday mornings beginning at 7:30am for the greatest number of available appointments in the upcoming week. Future appointments beyond the upcoming week will be available to schedule starting the Friday before.

If you are part of a special population, connect with your specific program through their [website](#).