



Counseling Presentation Request Form

When you request a Counseling Presentation, we ask that you:

- Submit the request at least **two weeks** before the proposed Counseling Presentation Date either in person or virtual.
- Choose **two** schedule options (date/time) for the presentation. We will confirm the date and time once we review the counselor schedule. Presentations are scheduled for one hour.
- Communicate any changes in needs, logistics, or preferences for the presentation. We will try to accommodate requests. ***Please note: Presentation must begin at time requested.**

Requester Name: _____ Email: _____

In Person Location: CEC SAC AEC REC Other: _____ Classroom# _____

Virtual Classroom link: _____

Program: ESL Level: _____ HSS ABE GED/HISET CE Other: _____

<i>First Choice Presentation Date/Time*</i>	<i>Second Choice Presentation Date/Time*</i>
Date: _____ Time: _____	Date: _____ Time: _____

Presentation Topic (please choose one)

- Orientation to School of Continuing Education Programs and Services
- College Transition (Financial Aid, College Options)
- Job Search/Resume Building Skills
- Career Exploration/Vocational Pathways
- Time Management
- Goal Setting
- Healthcare Pathways
- Other: _____

Comments/Requests:

**Please Email Form to the Counseling Office to
SCE Counseling Department at scecounseling@sac.edu**

For Counseling Office Use Only: Form Rec'd by _____ Date: _____

Presentation Scheduled _____ Location: CEC SAC AEC REC Other : _____

Counselor Assigned _____