Appointments: What you need to know

Click here to schedule a counseling appointment using http://ocpd.as.me [1]

General guidelines for students, postbacs and postdocs:
To schedule an appointment through our Acuity Scheduling appointment module, you:

1. **should determine if you're eligible to access services through the OCPD.** [2] If you are not eligible, your appointment will be cancelled.
2. **should register and schedule your appointment** [3], using your UCSF email.
3. Are limited to five 50-minute appointments per academic year, with no limit on 20-minute "mini" appointments.
4. Can only book one appointment, with one counselor, at a time.
5. Need to cancel your appointment within 24 hours of the appointment if you can't make it. Students and postdocs who fail to cancel their appointments 3 times will be ineligible from accessing appointments for the remainder of that quarter, so please cancel and reschedule.
6. Must bring their UCSF ID to verify identity at the appointment.

**Additional Information for Health Professional Students:**

Students have three options based on their appointment topic and location. Please be sure to select the appropriate appointment or your appointment will be automatically canceled for being in violation of our appointment protocol. You will then be asked to rebook under the correct category.

1. **Phone/Video Appointments:**
   1. **30 minute "Midi" appointments are only for the following topics:** Resume, CV or cover letter review, or a quick or time sensitive question.
   2. **50 minute appointments are only for the following topics:** Self assessment, career exploration, residency & job mock interviews, organizing a job search.
2. **In-person - 20 minute "Mini" and 30 minute "Midi" appointments are only for the following topics:** Resume, CV or cover letter review, or a quick or time sensitive question.
3. **In-person - 50 minute appointments are only for the following topics:** Self
assessment, career exploration, residency & job mock interviews, organizing a job search.

1. **Starting on October 9, 2018,** OCPD will be offering 20-minute drop-in mini appointments to UCSF health professional students every Tuesday from 12:00 to 1:00 pm. These appointments are ideal for resume/cover letter reviews, and quick career-related questions. These appointments can only be booked 24 hours in advance, and will be conducted at Parnassus. Sign up here: [https://ocpd.as.me](https://ocpd.as.me)

Students and postdocs who do not abide by these guidelines will be prohibited from using OCPD services for the rest of the academic year. Have questions? Contact us at 415.476.4986 or at [ocpd@ucsf.edu](mailto:ocpd@ucsf.edu).

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UCSF Main Site
Website Disclaimer

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**Source URL:** https://career.ucsf.edu/appointments

**Links**
[1] http://ocpd.as.me
[2] https://career.ucsf.edu/are-you-eligible-appointment
[5] https://ocpd.as.me
[6] mailto:ocpd@ucsf.edu