

How to make an appointment with a guidance counsellor

Please note that these are phone appointments for the counsellor to call you. Please do not come into the school.

1. Go to

<https://outlook.office365.com/owa/calendar/StCharlesAdultContinuingEducationCentres@HWCDSB.onmicrosoft.com/bookings/> (this link is always at the top of the stcharles.ca website)

2. Pick the date you want. Gray dates are fully booked. Dark days are available.



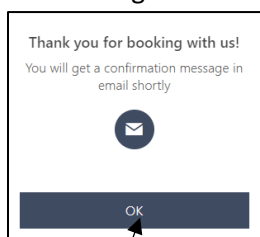
3. Click the time you want (only those shown are available). The day and time should be highlighted in blue.



4. Scroll down and fill out the information. You **HAVE** to enter a name, phone number, email and any question with an asterisk (*). If you don't know which course they want, just leave those sections the way they are.

5. Once all the information is done. Click the **Book** button at the bottom.

6. The message below should pop up



7. Click the **OK** button. **THAT'S IT – YOU'RE DONE!**

8. We will need you to send a copy of your high school transcript to info@stcharles.ca.

If you completed a credit with St. Charles before, we already have it on file.

If not, you will need to contact your last school board to get them.

9. If you have any questions, please email us at info@stcharles.ca or call 905.577.0555 ext 5, then 0