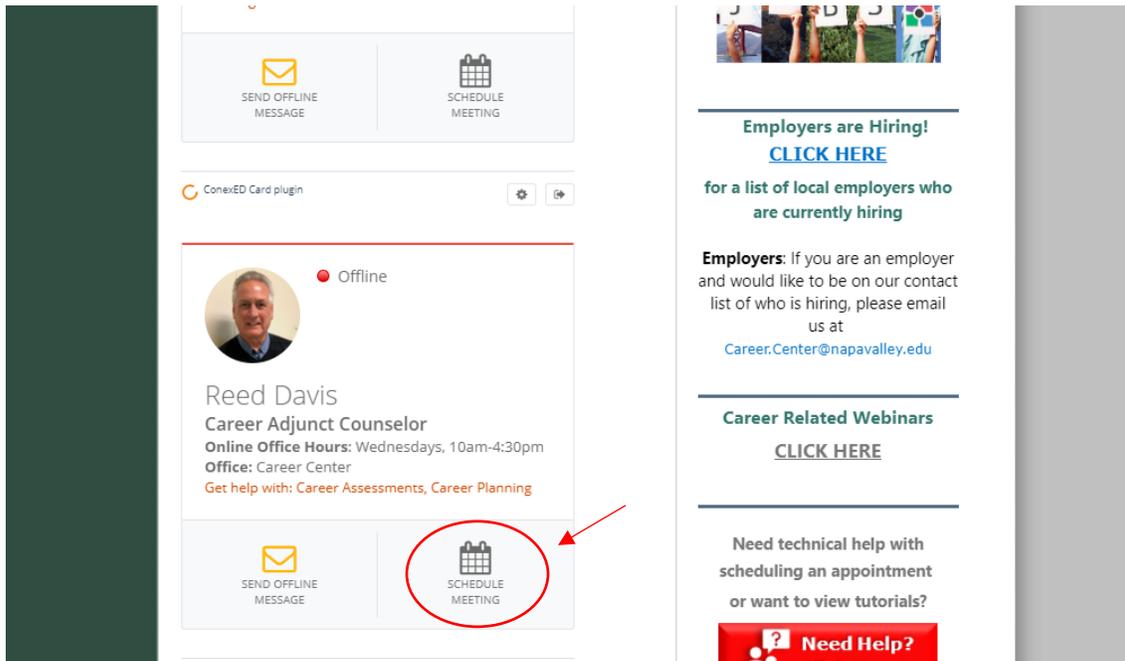


Quick Guide to Schedule an Online or Phone Career Appointment

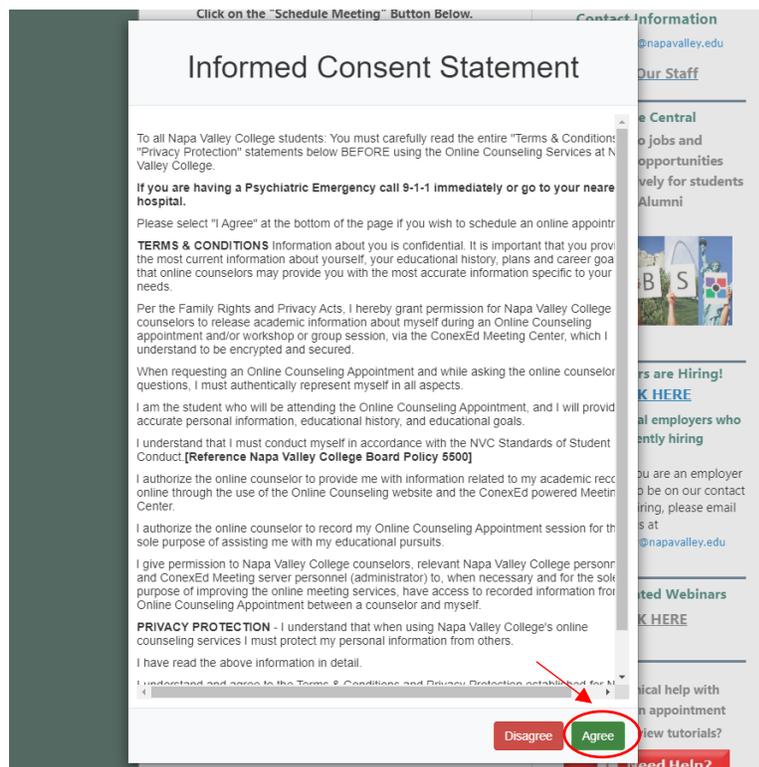
1. Click the “Schedule Meeting” Button

Visit the Career Webpage at www.napavalley.edu/careercenter and scroll down the page to the appointment cards on the Career Staff’s card, the select “Schedule Meeting.”



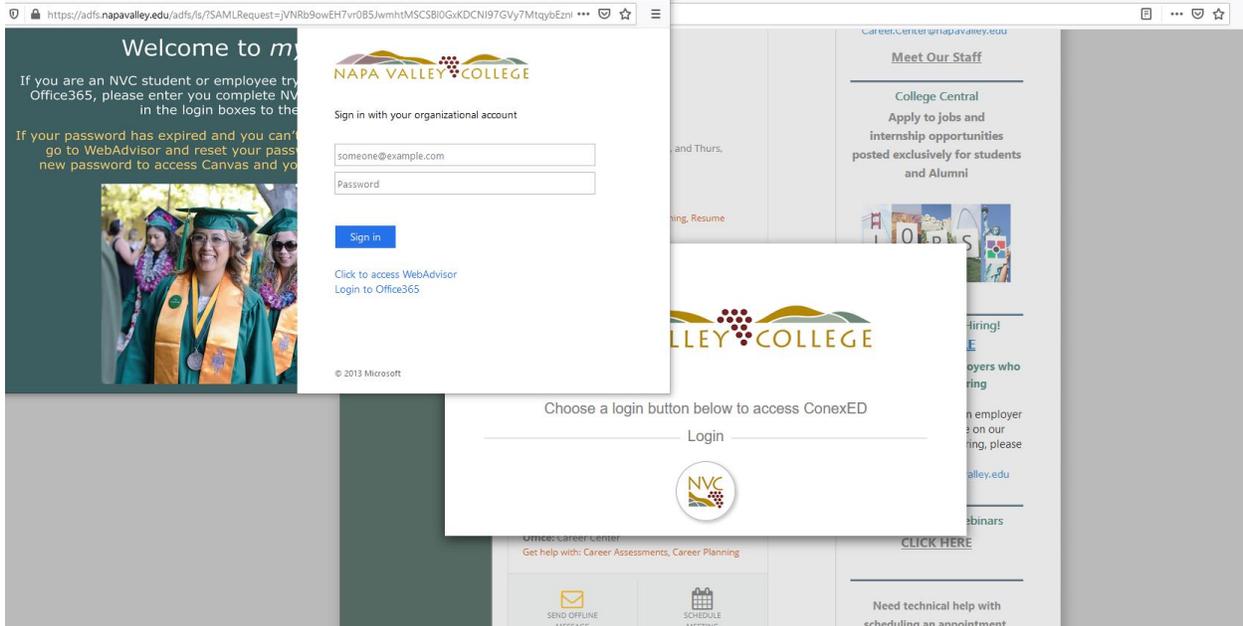
2. Select agree if you consent to the terms and conditions.

Please read the statement as you must consent to use this online services. Clicking the “Agree” button will open the appointment scheduler.



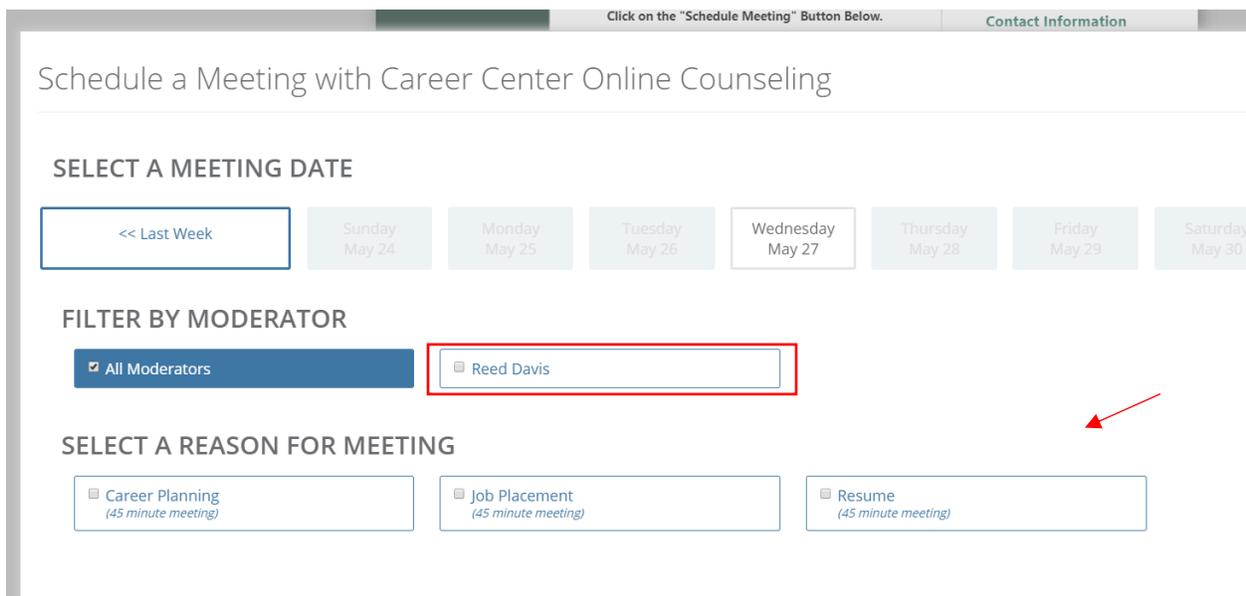
3. You will be prompted to log-in with your student email and password.

This is the same as your “My NVC” log-in. You must have an application submitted to Napa Valley College to use this service.



4. Next, select the “Moderator” you would like to meet with and reason for meeting.

Disregard the “Select a Meeting Date” unless you would to only view the next week’s open appointments. Appointments are a maximum of 45 minutes.



5. Select a meeting location, meeting date, and meeting time.

If you select the “Phone” location a counselor will call you at the start time of your appointment. If the recommended time slots do not fit your schedule, hit “Show More”.

45 minutes are required for this meeting

SELECT A MEETING LOCATION

Telephone Meeting Video Meeting

SELECT A MEETING DATE

Wednesday, 05/27/2020

RECOMMENDED TIME SLOTS

Wednesday, 05/27/2020

→ 10:00 AM to 10:45 AM
with Reed Davis

→ 12:15 PM to 1:00 PM
with Reed Davis

→ 1:30 PM to 2:15 PM
with Reed Davis

→ 4:15 PM to 5:00 PM
with Reed Davis

Show More...

6. Fill out the intake form and select “Schedule Appointment.”

This will help the counselor/consultant better prepare for your appointment. This form also allows you to sign up for text reminders and upload any documents you might want to share, such as a resume. After scheduling, you will receive an email confirmation in your student email! **Video appointments must be joined on Chrome or Firefox.**

When: Wednesday, 05/27/2020 10:00 AM to 10:45 AM
Where: Career Center Online Counseling (Video Meeting)
Why: Career Planning

Napa Valley College Career Center Intake Form

Name you preferred to be called: *

Reason for Meeting

Telephone number

Enter your phone number in case we need to contact you

Send me SMS Reminders for this Meeting

Attach File