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## How to Schedule an Appointment with a University Representative

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### 1. Visit our Transfer Center Webpage ( <https://www.napavalley.edu/TransferCenter> )

Here you can learn about all the services our Transfer Center Offers. Click on “Representative Appointment Information to begin making your appointment.



### 2. Click on the purple button to see all the university representatives available

The screenshot displays the 'Representative Appointment Information' page. On the left is a sidebar with a list of services, including 'Representative Appointment Information' which is highlighted. The main content area has a purple header with the text 'Representative Appointment Information'. Below this is a dark green banner with the heading 'COLLEGE & UNIVERSITY TRANSFER REPRESENTATIVES'. An illustration shows five diverse students with a banner that says 'Meet With A University Representative'. Below the illustration is a large purple button with the text 'CLICK HERE to book an appointment' and a red arrow pointing to it. To the right of the button, text reads: 'We are so excited to announce that you can now schedule your transfer representative appointment through our online appointment scheduler, Cranium Cafe! Click on the purple button to make an appointment. Don't see the College/University that you want to meet with when you make an appointment? Fill out our appointment interest form and we will contact you.' At the bottom, there is a link: 'College & University Representative Contacts'.

**3. Select “Agree” if you consent to the terms and conditions of using our online services.**

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

**Informed Consent Statement**

To all Napa Valley College students: You must carefully read the entire "Terms & Conditions" "Privacy Protection" statements below BEFORE using the Online Services at Napa Valley College.

**If you are having a Psychiatric Emergency call 9-1-1 immediately or go to your nearest hospital.**

Please select "I Agree" at the bottom of the page if you wish to schedule an online appointment.

**TERMS & CONDITIONS** Information about you is confidential. It is important that you provide the most current information about yourself, your educational history, plans and career goals that online counselors may provide you with the most accurate information specific to your needs.

Per the Family Rights and Privacy Acts, I hereby grant permission for Napa Valley College counselors and personnel to release academic information about myself during an online appointment and/or workshop or group session, via the ConexEd Meeting Center, which I understand to be encrypted and secured.

When requesting an Online Appointment and while asking the online personnel and counselors questions, I must authentically represent myself in all aspects.

I am the student who will be attending the Online Cranium Cafe Appointment, and I will provide accurate personal information, educational history, and educational goals.

I understand that I must conduct myself in accordance with the NVC Standards of Student Conduct. **[Reference Napa Valley College Board Policy 5500]**

I authorize the Napa Valley College staff and counselors to provide me with information related to my academic records online through the use of the Napa Valley College website and the ConexEd powered Meeting Center.

I authorize the online Napa Valley College personnel and counselors to record my Online Appointment session for the sole purpose of assisting me with my educational pursuits.

Disagree **Agree**

**4. You will be prompted to log-in with your NVC student email and password.**

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

**NAPA VALLEY COLLEGE**

Choose a login button below to access ConexED

Login



Login with your Napa Valley Student ID

5. **Select “Next Week” to find your representative.** Different representatives visit on different weeks, click on “Next Week” until you find the representative you are looking for.

## Schedule a Meeting with Transfer Center Representatives

**SELECT A MEETING DATE**

There are no representatives visiting if there is a day grayed out

<< Last Week   Sunday Aug 22   Monday Aug 23   Tuesday Aug 24   Wednesday Aug 25   Thursday Aug 26   Friday Aug 27   Saturday Aug 28   Next Week >>

**SELECT A REASON FOR MEETING**

San Francisco

Click on "Next Week" to see who will be visiting. You can book an appointment months in advance

6. **Choose your representative and meeting date.** When you find the representative, you're interested in meeting with you will select the college name as the “reason for meeting”. If you do not see the college you're looking for listed, please contact [Transfer.Center@napavalley.edu](mailto:Transfer.Center@napavalley.edu)

<< Last Week   Sunday Sep 26   Monday Sep 27   Tuesday Sep 28   Wednesday Sep 29   Thursday Sep 30   Friday Oct 1   Saturday Oct 2   Next Week >>

**SELECT A REASON FOR MEETING**

Sacramento State University (30 minute meeting)

San Francisco State University (30 minute meeting)

You may notice now that you've selected the representative that you only see one day of the week available. This will be the day they have appointments.

30 minutes are required for this meeting



### 7. Select a meeting location and meeting time.

If you select the "Phone" location a representative will call you at the start time of your appointment. A video link will be sent to your NVC student email if you choose "Video".

#### SELECT A MEETING LOCATION

Telephone Meeting

Video Meeting



#### SELECT A MEETING DATE

Monday, 09/27/2021

Here you can see your selected meeting date.

#### RECOMMENDED TIME SLOTS

Monday, 09/27/2021 (All Times Shown In America/Los\_Angeles Timezone)

→ 1:00 PM to 1:30 PM  
with [San Francisco State University](#)

→ 3:30 PM to 4:00 PM  
with [San Francisco State University](#)

Click Show More if the above time slots do not...

Show More...



### 8. Complete the questionnaire and hit "Schedule Meeting".

You will receive an appointment confirmation meeting at your Napa Valley College Email.

## College/University Representative Appointments

Please attach your unofficial college transcript(s) if possible.

What did you want to discuss today with the transfer representative?

- General college/university information
- Major specific information
- Financial Aid
- Student support programs
- Housing
- Campus Life
- Other

When are you planning to transfer?

- Spring 2022
- Fall 2022
- After Fall 2022
- Not sure

Have you attended another college other than NVC?

- Yes
- No

Telephone number

Enter your phone number in case we need to contact you

- Send me SMS Reminders for this Meeting

Attach File

Please attach an unofficial copy of your NVC transcript if possible

Schedule Appointment

Cancel

**If you encounter any errors, please email us at [Transfer.Center@napavalley.edu](mailto:Transfer.Center@napavalley.edu)**