Quick 8-Step Guide on Scheduling an Online or Phone Counseling Appointment

1. Visit our Counseling Webpage (www.napavalley.edu/counseling)
   Learn about our services, hours and more. Click the image on the top right of the webpage to be brought to our appointment scheduler.

2. Click the “Schedule Meeting” Button after finding the counselor you would like to meet with. You can schedule even if their status is “Offline” or “Away.”
3. Select “Agree” if you consent to the terms and conditions.
   Please read the statement as you must consent to use this online service. Clicking the “Agree” button will open more of the appointment scheduler.

4. 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 and access to your student email to use this service.
5. **Next, select the counselor you would like to meet with and reason for meeting.**

   Disregard the “Select a Meeting Date” unless you would to view the next week’s open appointments. You may only select one reason to meet.

6. **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. Video appointments will have a link sent to student emails for joining. If the recommended time slots do not fit your schedule, hit “Show More”.

![Schedule a Meeting with Online General Counseling](image)
7. **Fill out the intake form**

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.

8. **Click “Schedule Appointment”, you will receive an email confirmation!**

If you select “Send me SMS Reminders for this meeting,” you will get a text reminder half an hour before your appointment appears. Email reminders are sent to your student email up to an hour before the start time of your appointment. You will need to check your student email in order to join your video meetings. The required web browser is Google Chrome or Firefox.