

FALL 2021 OFFICE HOURS*

*Starting August 9, unless otherwise noted. Hours subject to change. Call or check department's webpage for updates. Offices closed on [major holidays](#).

OFFICES	HOURS <i>Hours subject to change. Masks required in all NVC buildings.</i>		EXT. 256-XXXX	LOCATION
<p>Admissions & Records</p> <p>ANRmail@napavalley.edu</p> <p>INFORMATION BOOTH</p>	<p>Mon. – Thu.: Fri.:</p> <p>Mon. – Thu.: Fri.:</p>	<p>Virtual Front Desk Assistance Only</p> <p>9 AM – 5 PM 9 AM – 12 PM</p> <p>9 AM – 5 PM 9 AM – 12 PM</p>	7201	<p>Virtual A&R Lobby via Cranium Café, Phone & Email</p>
<p>ASNVC/Office of Student Life</p> <p>heather.richter@napavalley.edu bquesada@napavalley.edu</p>	<p>Mon. – Thu.: Fri.:</p>	<p>Virtual & In-person Assistance</p> <ul style="list-style-type: none"> • Phone & email • Walk-ins limited to 1 person at a time <p>9 AM – 5 PM (Closed for Lunch 12 PM – 1 PM) 9 AM – 12 PM</p>	7342	<p>Virtual & In-person in Room 1342</p>
<p>Bookstore</p> <p>bookstore@napavalley.edu</p>	<p>Mon.-Fri.: Extended hours: Aug. 26 Aug. 27</p>	<p>Virtual & Limited In-person Assistance (masks required)</p> <ul style="list-style-type: none"> • Phone & email • Online ordering available 24/7 • Textbook dept. closed for in-person shopping but staff can pull books. <p>9 AM – 4 PM 9 AM – 5 PM 9 AM -- 4 PM</p>	7480	<p>Virtual & Limited In-person</p>
<p>Business Office</p> <p>business.office@napavalley.edu accounts.payable@napavalley.edu</p>	<p>Mon. – Thu.:</p>	<p>Virtual Front Desk Assistance Only</p> <ul style="list-style-type: none"> • Phone & email <p>9 AM – 5 PM</p>	7180	<p>Virtual</p>
<p>Caminos al Éxito</p> <p>cfarmer@napavalley.edu</p>	<p>Mon. – Fri.: Tue. & Wed.:</p>	<p>Virtual Front Desk Assistance Only</p> <ul style="list-style-type: none"> • Email and text <p>8:30 AM -- 5 PM 8:30 AM – 5 PM - Phone</p>	7787	<p>Virtual</p>
<p>Cashier Office</p> <p>business.office@napavalley.edu</p>	<p>Mon. – Thu.: Fri.:</p>	<p>Virtual & In-Person Assistance</p> <ul style="list-style-type: none"> • Phone & email <p>10 AM – 4 PM (In-person) 10 AM – 1 PM (Phone & email only)</p>	7188	<p>Virtual & In-person at Bldg. 1500 North Lobby</p>
<p>Career Center</p> <p>career.center@napavalley.edu</p>	<p>Mon, Tues, Thu.: 1st Tues of Month: Wed.: Fri.:</p>	<p>Virtual Front Desk Only</p> <ul style="list-style-type: none"> • Online Appointments <p>8 AM – 3:30 PM 9 AM – 5 PM 1 PM – 5 PM Closed</p>	7327	<p>Virtual Services via Conex Ed Cranium Cafe</p>

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College Police collegepolice@napavalley.edu	Mon. – Fri.: Sat./Sun.:	5:30 AM – 11:00 PM 7:00 AM – 7:30 PM (patrolling only)	7770	Bldg. 2250
Counseling Front Desk nvccounseling@napavalley.edu ONLINE GENERAL COUNSELING	Mon. – Thur : Fri.: Mon – Thur. : Fri:	Virtual Front Desk Assistance 8 AM - 5 PM Phone: 8 AM – 4:00 PM * 8 AM – 12 PM Online Counseling Appointments: 9 AM - 7PM 9 AM – 12 PM	7220	Virtual Services via Conex Ed Cranium Cafe In-person Services TBD
Distance Education Support de@napavalley.edu	Mon.- Fri.:	Virtual Front Desk Assistance Only 8 AM – 5 PM Help Request Form For trouble logging into Canvas, contact the Welcome Center thru their virtual lobby.		Virtual via Help Request Form & Welcome Ctr. Virtual Lobby
Disability Support Programs and Services (DSPS) DSPS@napavalley.edu	Mon. – Thu.: Fri.:	Virtual Front Desk Assistance & Limited Appointments <ul style="list-style-type: none"> • Phone/email/Conex Ed Live Chat • Pick-up/drop-off of DSPS equipment by appointment only 8 AM – 5 PM 8 AM – 2 PM	7345	Virtual Services via Conex Ed Cranium Cafe Front Lobby
Educational Talent Search (ETS) TRIO ETS@napavalley.edu	Mon. – Fri.:	Virtual Front Desk Assistance Only <ul style="list-style-type: none"> • Phone & email 9 AM – 5 PM	7390	Virtual
Financial Aid/EOPS/CalWORKS and Veterans Services Finacialaid@napavalley.edu eops@napavalley.edu veterans@napavalley.edu nvc.promise@napavalley.edu work.study@napavalley.edu	Mon. – Thu.: Fri.: Beginning September	Virtual Assistance & Limited Computer Lab <ul style="list-style-type: none"> • Cranium Café Online Appointments • Virtual Front Counter/Lobby • Voicemail returned within 48 hours (except weekends & holidays) • Office Lobby Open • Paper document Drop-box available • Self-service Computer Lab Open (in-person assistance not available) 9 AM – 5 PM Closed Limited in-person front counter assistance by appointment only (necessity- based, mask required)	7300 or 7301	Virtual via Cranium Café Virtual Front Counter/Lobby <i>Rm. 1132</i> Computer Lab & Document Drop-box

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<p>Food Basket & Basic Needs Center</p> <p>CAL FRESH ASSISTANCE AVAILABLE calfresh@napavalley.edu</p>	<p>Mon./Wed.: Tues./ Thu.: Fri.:</p>	<p>Virtual Food Orders Only</p> <ul style="list-style-type: none"> Call or email for availability to no-contact pick-up <p>10 AM-4 PM 11 AM-5 PM Closed</p>	7347	<p>Bldg. 1202</p> <p>No contact Pick-up only</p>
<p>Math Success Center</p> <p>math.center@napavalley.edu</p>	<p>Mon. – Thu.: Fri.:</p>	<p>Virtual Front Desk Assistance Only</p> <ul style="list-style-type: none"> Mathematics tutoring support provided via discussion boards and individual on-on-one 30-minute tutoring appointments <p>8 AM – 8 PM 8 AM – 1 PM</p>	7635	Virtual
<p>McCarthy Library (CLOSED ON NON-INSTRUCTIONAL DAYS)</p> <p>libraryservices@napavalley.edu</p>	<p>Mon. – Thu.: Fri.:</p> <p>Mon. – Thu.: Fri.:</p>	<p>Virtual Front Desk Assistance via Cranium Café & In-person Services</p> <p>Virtual</p> <p>10 AM – 6 PM 9 AM – 12 PM Noon Live Chat with Librarians—TBD</p> <p>In-person Library Services</p> <p>10 AM – 6 PM 9 AM – 12 PM Noon</p> <ul style="list-style-type: none"> Laptop/hotspot/calculator/book loans 25 desktops (including 4 Macs) Group study tables & rooms 7-day textbook loans Librarian research help—TBD 	7400	<p>Virtual via Cranium Café Front Lobby & In-Person in Bldg. 1700</p>
<p>Mental Health Services/Mentis</p> <p>kkennedy@mentisnapa.org</p>	<p>Mon.: Tues.: Thur.:</p>	<p>Phone & Zoom Assistance Only</p> <p>9 AM – 5 PM 9 AM – 5:30 PM 9 AM – 5:30 PM</p>	255-0966 x193	Phone & Zoom
<p>MESA/STEM Center</p> <p>mesa.stemcenter@napavalley.edu</p>	<p>Mon. – Fri.:</p>	<p>Virtual Front Desk Assistance & Zoom Appointments</p> <ul style="list-style-type: none"> Live chat, phone, email, & Zoom by appointment. <p>8 AM – 5 PM</p>	7282	Virtual, Phone & Zoom Appts.
<p>Office of Human Resources, Training & Development</p> <p>hr@napavalley.edu</p>	<p>Mon. – Thurs.:</p> <p>Mon-Thurs.:</p>	<p>Virtual & In-person Assistance</p> <p>Virtual Services (email, phone, Zoom, Teams)</p> <p>8 AM – 5 PM</p> <p>In Person Services (via Service Window)</p> <p>9 AM – 12 PM</p>	7100	<p>Email, phone & Virtual Appts.</p> <p>Limited In-Person via Service Window, Rm. 1544</p>

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NVCStudentAffairs@napavalley.edu Office of Student Affairs	Mon. – Fri.:	Virtual & In-Person Assistance <ul style="list-style-type: none"> • Phone, email & Zoom • Appointments or walk-ins; 1 person in-office at a time 9 AM – 5 PM (Closed for lunch 1 PM – 2 PM)	7363 or 7362	Virtual & In-person in Rm. 1330
tcc@napavalley.edu Testing and Tutoring Center	Mon. – Thu: Fri.:	Phone Assistance & In-person Appointments <ul style="list-style-type: none"> • DSPS testing by appointment 8 AM – 6 PM 8 AM - 12 PM (virtually)	7437	Phone & In-person Appointments in Rm. 1764
transfer.center@napavalley.edu Transfer Center	Mon. - Thurs.: Fri.:	Virtual Assistance Including Appointments 8 AM – 5 PM 8 AM – 12 PM Student Affairs Specialist Appointments 9:45am-12pm; 2:30-4pm 8:30-9:30am; 9:45am-12pm	7333	Virtual Services via Conex Ed Cranium Café
Student Health Center: Mental Health Therapist & Medical Care	Mon. – Thu.: Fri.:	Phone, Zoom, & In-person Assistance via Appointment or Walk-in 9 AM – 4 PM 9 AM – 12 PM	7780	Bldg. 2250
SSS@napavalley.edu Student Support Services (SSS) TRIO	Mon. – Fri.:	Virtual Front Desk Assistance 8 AM – 12 PM; 1 PM – 5 PM Online Counseling/Advisor Appts. 9 AM – 7 PM* 9 AM – 5 PM* *Varies according to Counselor/Advisor	7350	Virtual Services via Conex Ed Cranium Café
jmclendon@napavalley.edu Umoja	Mon. – Thu.: Fri.:	Front Desk Assistance by Phone Only 9 AM – 2:00 PM Closed	7491	Phone Only
veterans@napavalley.edu Veterans Resource Center		CLOSED	7322	Closed
welcomecenter@napavalley.edu INFORMATION BOOTH Welcome Center	Mon. – Thur.: Fri.:	Virtual Front Desk Assistance <ul style="list-style-type: none"> • Phone, email & Cranium Café 9 AM – 5 PM 9 AM – 12 PM Virtual Lobby & Email only Drop-off/Pick-up of Documents 9 AM – 5 PM (Closed for lunch 12:30 – 1 PM)	7215	Virtual Services via Cranium Café In-person at South Corner of Bldg. 900
writing.center@napavalley.edu Writing Success Center	Mon. – Thu.: Fri.:	Synchronous one-on-one tutoring sessions by appointment only. 8 AM – 7 PM 8 AM – 12 PM	7640	Online Only via WCONLINE