

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

## 1. Visit our Counseling Webpage ([www.napavalley.edu/counseling](http://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.

### General Counseling Services are ONLINE for Spring 2021

#### About Our Services


We are offering live video online counseling appointments and phone appointments!  
Schedule up to 2 weeks in advance.

*¡Tenemos consejeros y personal que pueden asistirle en Español!*

#### Counseling Services Include

- Graduation Petition Preparation
- Educational Planning
- Transfer Planning
- Career Advising
- Personal Counseling

#### Schedule a Counseling Appointment



[How to schedule Step-by-step Tutorial](#)

#### Things to Note When Creating An Appointment

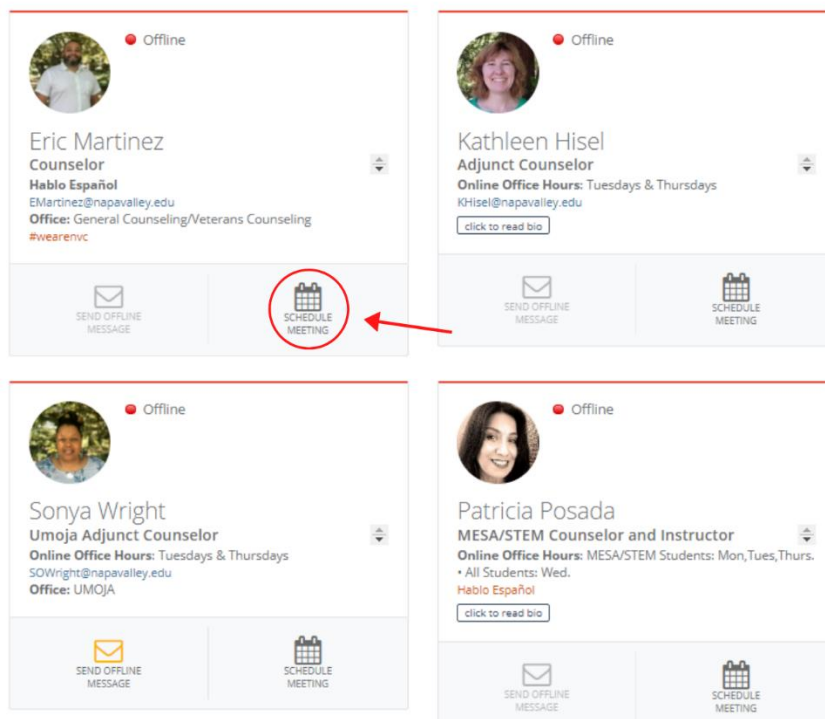
- > An [NVC Student Application](#) is required for Counseling Services. Prospective student should contact us at [NVCCounseling@napavalley.edu](mailto:NVCCounseling@napavalley.edu) or (707)256-7220.

#### Counseling Appointment Hours

[Spring 2021 Hours](#)

## 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.”



Eric Martinez  
Counselor  
Hablo Español  
EMartinez@napavalley.edu  
Office: General Counseling/Veterans Counseling  
#wearnvc

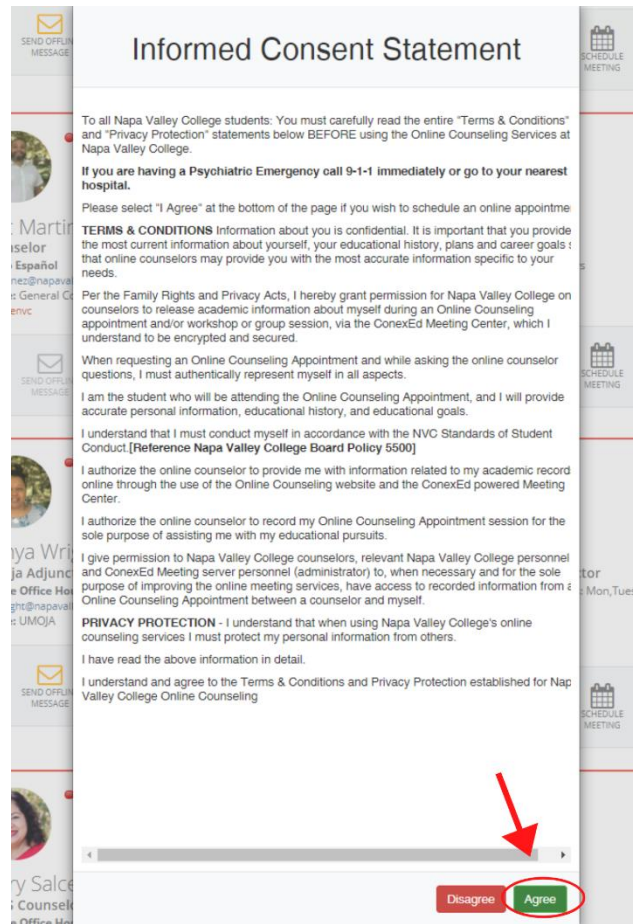
Kathleen Hisel  
Adjunct Counselor  
Online Office Hours: Tuesdays & Thursdays  
KHisel@napavalley.edu  
[click to read bio](#)

Sonya Wright  
Umoja Adjunct Counselor  
Online Office Hours: Tuesdays & Thursdays  
SOWright@napavalley.edu  
Office: UMOJA

Patricia Posada  
MESA/STEM Counselor and Instructor  
Online Office Hours: MESA/STEM Students: Mon,Tues,Thurs.  
• All Students: Wed.  
Hablo Español  
[click to read bio](#)

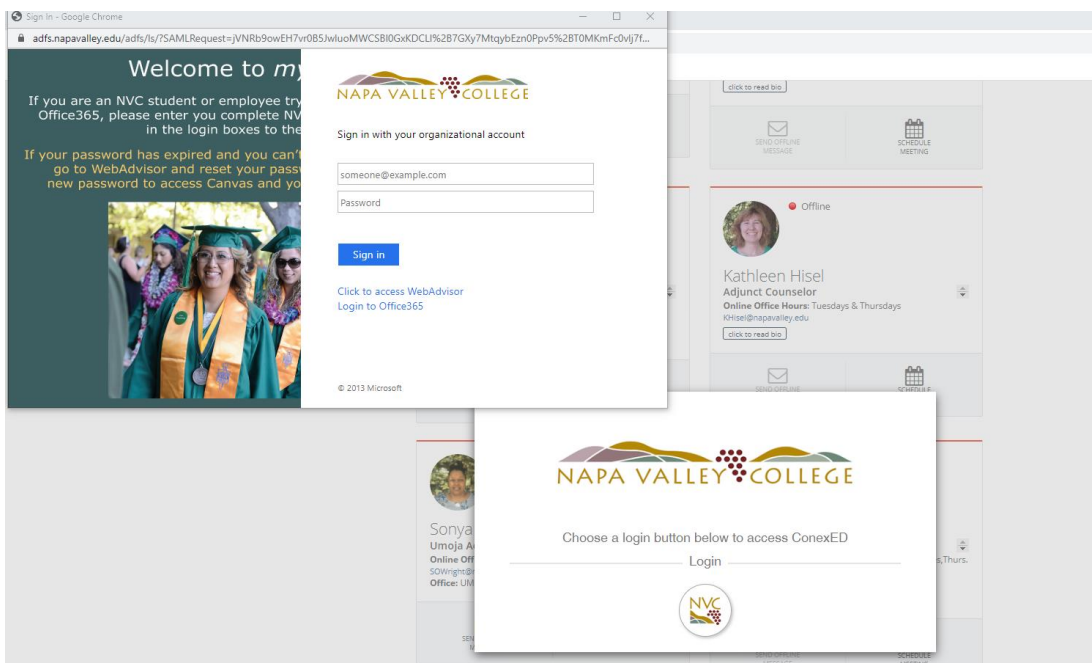
**3. Select “Agree” if you consent to the terms and conditions.**

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

Schedule a Meeting with Online General Counseling

SELECT A MEETING DATE

<< Last Week   Sunday May 24   Monday May 25   Tuesday May 26   Wednesday May 27   Thursday May 28   Friday May 29   Saturday May 30   Next Week >>

FILTER BY MODERATOR

All Moderators   Eric Martinez

SELECT A REASON FOR MEETING

- Adding/Dropping Class(es) (45 minute meeting)
- Assistance with Petition(s) (45 minute meeting)
- Change of Major (45 minute meeting)
- Ed Plan Comprehensive (45 minute meeting)
- Graduation Petition Preparation (45 minute meeting)
- Other (45 minute meeting)
- Personal Counseling (45 minute meeting)
- Probation Counseling (45 minute meeting)
- Transfer (45 minute meeting)
- Update/Review Educational Plan (45 minute meeting)

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”.

SELECT A MEETING LOCATION

Telephone Meeting   Video Meeting

SELECT A MEETING DATE

Thursday, 05/28/2020   Friday, 05/29/2020

RECOMMENDED TIME SLOTS

Thursday, 05/28/2020

→ 2:15 PM to 3:00 PM with Eric Martinez   → 2:45 PM to 3:30 PM with Eric Martinez

Show More...

## 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.

### Napa Valley College General Counseling Intake Form

Name you would like to be called \*

What are your gender pronouns? (Example: They/Them/Theirs)

What is your student status? \*

- New Student to NVC
- Continuing Student (in classes for the current semester)
- Returning Student (absent for one or more semesters)
- Dual Enrolled High School Student

Please check the following steps of enrollment you have completed (Select all that apply) \*

- NVC Online Orientation
- NVC Placement Tool
- Educational plan
- I'm not sure

Please check the Special Program(s) you participate in: \*

## 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.

If you are planning on transferring to a four-year college or university list the school's name:

Is there any other information you would like to provide for this appointment?

Telephone number

Enter your phone number in case we need to contact you

Send me SMS Reminders for this Meeting

If you receive an error, please email [nvccounseling@napavalley.edu](mailto:nvccounseling@napavalley.edu)