

How to use the Student Counseling Room (Phone/Web counseling)

- ① Call the Student Counseling Room and request a date and time for an appointment. * Check the website for opening dates and hours

*** We will ask for your student ID number, faculty, year, name, contact, and emergency contact.**



- ② Call the Student Counseling Room on the date and time of your appointment



- ③ The Student Counseling Room will call back and start your counseling

Starting Web Counseling

- ④ After the phone counseling, please let your counselor know that you would like to do web counseling.

*** Check the rules and see if you have the appropriate tools and environment.**



- ⑤ After making an appointment for web counseling, you will receive a URL via email by the time of the appointment.



- ⑥ On the date of the appointment, click the URL and wait inside the room until the counselor comes in



- ⑦ Start the web counseling

Checklist for Phone and Web Counseling

※When you make an appointment, we will ask for your student ID number, faculty, year, name, contact, and emergency contact for identification.

※Please check the following rules when using the Student Counseling Room.

【Rules for Phone and Web Counseling】

- What you talk with the counselor will be confidential. This will not differ from our face-to-face counseling. Recording of any sort will not be allowed under any circumstances either way.
- Please try to talk in a quiet and private space. (We recommend using a headphone if there is a possibility of someone hearing you.)
- The counseling will start at the time and date you have made an appointment. If you need to either cancel or change your appointment, please call the Student Counseling Room beforehand.
- If there is any technical problem (ex. disconnection), the counselor will call you to recontinue or reschedule your appointment. Please wait.
- If the counselor assesses that you or the people around you are in some kind of danger, we may contact your emergency contacts. This will not differ from the face-to-face counseling.