

## **IMPORTANT: PLEASE NOTE THE FOLLOWING FOR ALL IN-PERSON DRC COUNSELING OR ASSISTIVE TECHNOLOGY APPOINTMENTS**

### **Making In Person Appointments:**

1. Onsite DRC appointments are limited to students/prospective students who are eligible to come to campus and cleared to come to campus through MyPalomar.

Permission to come to campus is only granted if there is a vaccination record or approved exemption on file AND a cleared pass via the [cleared4work](#) app (i.e. no symptoms; current on any COVID testing needed, etc.)

For guidance on how to submit proof of vaccination or to request an exemption, please visit:

[Student-Guide-COVID-eForm.pdf \(palomar.edu\)](#)

[Student-Guide-COVID-eForm ES.pdf \(palomar.edu\)](#)

**In Person Appts. Limited to the Student and the DRC Counselor Only** (Requests to bring a guest must be made in advance and are subject to space and availability)

2. Onsite appointments will be limited to you and the Counselor due to the size of the DRC counseling offices and measures to uphold health and safety.
  - a. If you would like to have more people attend the counseling session, the appointment will be via zoom or phone; not in person.
  - b. If you would like to request an in person appt. with one to two additional people attending, please contact [ddryden@palomar.edu](mailto:ddryden@palomar.edu) to allow the DRC to review this request and identify available in person meeting space. Please allow for one week minimum for this review and meeting location to occur.
  - c. Visitors/parents must complete a questionnaire and receive clearance before being permitted on campus: [Health Verification - CLEARED4 Visitor Access to Palomar College Main Campus and Education Centers – Coronavirus \(COVID-19\) Updates](#)
3. **PLEASE NOTE:**
  1. If you arrive to a counseling appt. with one or more people, and have not received prior approval and a meeting location has not been scheduled, you will be asked to reschedule the appt. to a Zoom Appt. or to another day.
  2. **If you experience any cold or flu-like symptoms (e.g. runny nose, fever or chills, cough, etc.) and are scheduled for an in person appointment, please contact**

**the Front Office at 760-744-1150, ext. 2375 or [drc@palomar.edu](mailto:drc@palomar.edu). Front Office Staff will reschedule your appointment to a Zoom or phone appointment.**

- This appointment will be the same date/time as your scheduled in person appointment.

#### **DROP-IN COUNSELING – ZOOM OR PHONE ONLY**

4. No drop-ins/same-day appointments with Counselors on-site. By appointment only.
  - All Drop-ins will continue to be via Zoom, 9 am to 1 pm, Monday to Thursday.

#### **STEPS TO FOLLOW FOR YOUR SCHEDULED IN PERSON APPOINTMENT:**

- Masks are mandatory to enter the DSPS, ATC, NA-2, and DR-4 buildings and for the duration of the appointment.
- Arrive ten minutes early to your scheduled appt.
- Check in at the table outside of the DRC – the DSPS Building.
- Once at the check in table, present your cleared pass. Have your cleared4work app cleared pass ready to show a staff member or print out the cleared pass to show.
- Wait outside the DSPS Lobby until your scheduled appt. time. A staff member will then inform you when you can enter the DSPS, ATC, or NA-2 Lobby.
- DRC Lobbies will be limited to two students or prospective students at a time.

We are here for you and appreciate you joining in our efforts to maximize your safety and that of our team as well.

Warm regards,

Your DRC Team  
760.744.1150, ext. 2375  
[drc@palomar.edu](mailto:drc@palomar.edu)