

# Planning Your Visit

1. The first and most important step is to remember that you're taking care and loving yourself.
2. You will receive your appointment reminder via text and/or email from my platform, Pocket Suite.
3. When arriving during business hours (i.e. 8:00 a.m. to 4:30 p.m.), please park at a meter in front of the building. Sometimes you can find FREE parking off of New York and/or Cleveland Streets; both of these streets are by my building. If you park at a meter, pay for at least 1 hour and 10 minutes for your appointments.
  - a. If it's after 4:30 p.m. you can park in the EAST or SOUTH parking lot for FREE. So, if you're looking at the Academy Building from the street, it's the parking lot to the left and the one behind the building. No, you won't be towed.
  - b. Please note that the building locks down at 6:00 p.m. If you arrive after this time, I or housekeeping will have to let you in. However, if you someone exits the building, feel free to help yourself in. Nonetheless, don't worry if someone isn't there, be patient, I will come down and get you at your appointed time.
4. If you're able to climb some steps, come through the main entrance off of Vermont Street and walk all the way down the hall. There, you will find the elevator and then the stairs. I'm on the 3<sup>rd</sup> floor of the Academy Building.
  - a. If you have a disability or similar condition that would prevent you from using the stairs, please use the disability accessible lift on the right side of the building off of Cleveland Street. Once you come through the door, you will see the elevator.
5. When you make it to the 3<sup>rd</sup> floor, please take a seat at the end of the hall; I have some chairs available so make yourself comfortable.
6. If you're scheduled to see my doctoral practicum student, please help yourself to the second floor. This person is located in the Counseling Center. To get here, take the stairs or elevator to the second floor. Turn left, walk down the hallway, and you will see the sign "Counseling Center" on your left hand side. There's a small waiting room, please take a seat and the doctoral student will be with you promptly.