

# Guidelines to book a Counselling Session

## WELLNESS CENTRE WOXSEN UNIVERSITY

In case of queries, write to WELLNESS.CENTRE@WOXSEN.EDU.IN





## Hello and Welcome!

We understand that university life can be challenging at times, and it's important to take care of your mental and emotional well-being. The University's Wellness Centre is here to support you through any difficulties you may be facing. To access our counselling services, please follow below guidelines:



## GUIDELINES TO BOOK A Counselling Session

#### **Determine Your Need**

Reflect on the specific reason why you are seeking counseling. Identifying your needs will help us provide you with the most appropriate support. Whether you're dealing with academic stress, personal issues, or mental health concerns.

#### Eligibility

Our counselling services are available to the staff and currently enrolled students at the university.

#### Confidentiality

Confidentiality is a cornerstone of our counseling services. Your privacy is important to us, and all counseling sessions are strictly confidential within legal and ethical limits. Our Centre is bound by professional guidelines that protect your personal information.

#### Schedule an appointment

To schedule a counseling session, please contact the Wellness Centre via email at wellness.centre@woxsen.edu.in. We encourage you to make an appointment as soon as possible to secure a time slot that works best for you.



#### **Informed Consent form:**

After putting in your request, you will be required to fill in an informed consent form. This is an opportunity for our counselor to understand your concerns and develop a tailored plan to address your needs effectively.

#### Session availability

Our counseling services operate on an appointment basis. While we strive to accommodate all requests, please understand that our resources are limited, and there may be a waiting period before your first session. We appreciate your patience.

#### Attendance and punctuality

It's important to arrive on time for your counseling sessions. If you cannot make it to a scheduled appointment, please notify our counseling department at least 24 hours in advance, so that the slot can be offered to another student in need. If case of no show, the session will be cancelled post 10 minutes.

#### Additional resources:

Our counseling services are just one aspect of the support network available to you. We encourage you to explore other resources on campus, such as student support groups, workshops, and online mental health resources. Your counselor can provide you with information on these additional services.



# INFORMED CONSENT & Referral Form

Please remember to complete the Informed Consent and Referral form before your scheduled session. We kindly request that you promptly book your preferred slot, as we operate on a first-come, first-served basis.

Informed Consent & Referral Form

#### Time Slots for Sessions:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am-10:45am	10am-10:45am	10am-10:45am	10am-10:45am	10am-10:45am	10am-10:45am
11:30am- 12:15pm	11:30am- 12:15pm	11:30am- 12:15pm	11:30am- 12:15pm	11:30am- 12:15pm	11:30am- 12:15pm
3:00pm- 3:45pm	3:00pm- 3:45pm	3:00pm- 3:45pm	3:00pm- 3:45pm	3:00pm- 3:45pm	3:00pm- 3:45pm
4pm-4:45pm	4pm-4:45pm	4pm-4:45pm	4pm-4:45pm	4pm-4:45pm	4pm-4:45pm
5pm-5:45pm	5pm-5:45pm	5pm-5:45pm	5pm-5:45pm	5pm-5:45pm	5pm-5:45pm



## Thank you!

Remember, seeking counselling is a sign of strength and a proactive step towards your well-being. Our dedicated team is here to listen, support, and guide you through your journey at the university. We look forward to working with you!

If you have any further questions or require additional information, please don't hesitate to reach out to the Wellness Centre.



### Do You Need More Help?

#### Write to

#### wellness.centre@woxsen.edu.in

The Wellness Centre at Woxsen University majorly focuses on the mental health & well-being of the student community. It provides individual & group counselling sessions, workshops, and group discussions to help students with their academic, interpersonal, and emotional needs.