



# ADRIAN COLLEGE STUDENT HEALTH CENTER

Phone: (517) 265-5161, ext. 4214 Fax: (517) 264-3112

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## **STEP 1.) REQUESTING ACCESS TO THE CHAPLAIN'S OFFICE**

If you'd like some extra privacy while you're having your virtual appointment, please ask the Student Health Center for access to the **Chaplain's Office** for your upcoming appointment. Your name will be added into our database that we share with Campus Safety, and you'll be able to access the private room on the day of your appointment.

## **STEP 2.) OBTAINING THE CHAPLAIN'S OFFICE ROOM KEY THROUGH CAMPUS SAFETY**

On the day of your appointment, before the start time, you must obtain the room key to the Chaplain's Office by requesting the key through Campus Safety. Normally this office is locked, so be sure to give yourself ample time to get the key, walk to the room, and get settled before your appointment starts.

Campus Safety is located inside of the Caine Student Center, across from the mailboxes. You WILL be required to leave a piece of identification with Campus Safety while you have the room key (driver's license, student ID, etc.).

*\*\*\* This process is completely confidential. All you need to say at the Campus Safety counter is the following: **"I need the key to the Chaplain's Office"**. Do not feel obligated to provide any more personal information than that. If there's a problem with your appointment, please feel free to call the Student Health Center. \*\*\**

## **STEP 3.) ACCESSING THE CHAPLAIN'S OFFICE IN VALADE HALL**

The Chaplain's Office is located inside of Valade Hall, which is right next door to the Caine Student Center, so it's a close walk, no need to drive anywhere. When you enter Valade Hall, you will be using the door that faces the driveway (between Caine and Valade) and is closest to the road (Williams Street). Once you enter the building, the Chaplain's Office is the very first room on the left.

Outside of the office door will be a placard that reads **"OFFICE OF THE CHAPLAIN"**.

Once inside, you should see tape and a laminated piece of paper on the desk that reads "Please Do Not Disturb", hang that sign up on the door with the window in it so that nobody interrupts you during your appointment. Be sure to take it down when you leave and put it back on the desk for the next student to use.

## **STEP 4.) RETURNING KEY TO CAMPUS SAFETY**

When your appointment is complete, please turn off all of the lights, and do not forget to take all of your belongings with you (cords, papers, drinks, etc.). Return the room key to Campus Safety and you will be given back your ID that you used to rent the room key.



**STEP 4.)** Chaplain's Office –  
First Door on the Left

