

3. COUNSELING

The Guidance and Counseling Unit aims to promote mental health awareness and well-being by providing counseling services

Office or Division:	GUIDANCE AND COUNSELING UNIT			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	Quezon City University Employees -Faculty -Administrative Officials and Staffs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Conference Form			Guidance Office	
FOR ONLINE COUNSELING APPOINTMENT				
Referral Link			GCU Official Email Address guidance.unit@qcu.edu.ph	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Conference Form from the Guidance Office.	Collect the Form and verify the information written	None	10-15 mins	Guidance staff
2.Wait for the schedule of the counseling session	Guidance counselor will contact students for the schedule of session.	None	1 day	Guidance Counselor
FOR ONLINE COUNSELING APPOINTMENT				
1. Set an appointment via the online counseling link, GCU official email address	Contact the student via email for confirmation and schedule of session.	None	1 day	Guidance Counselor
	TOTAL		1 day & 15 minutes	