

Making an Appointment with CAPS Check-List

You will be asked for the following information when you call to make an appointment. Have it ready in advance

Legal and Preferred name

The receptionist will ask you for your legal name and the name you prefer to use. This will help them find you in the system and also ensure that CAPS providers are using the name you prefer.

01

Date of Birth

in the USA we ask for date of birth in the Month, Day, Year order. So when using dates instead of names make sure to be clear about which order you are using.

02

RISD ID Number

Your RISD ID number can be found on your ID card and on your Workday account

03

Phone number

Provide whichever phone number you are most likely to answer. They are not looking for your parent's phone number, but the number that you will most likely answer.

04

RISD Email

Please provide your @risd.edu email address and expect to receive CAPS communication at that email.

05

Physical Address

If you live on-campus this should be your Residence Hall room + Providence, RI. If you live off campus this should be your full address including Town, State, and Zip Code

06

Pronouns

Please provide the pronouns you'd like your CAPS providers to use. You can update these at any time with CAPS.

07

Preferred Contact Method

Please let us know if you'd prefer to be contacted by email or by phone.

08

Preferred Session Times

While CAPS cannot guarantee a specific time or day will be available,, knowing which times on specific days work best for your schedule can help ease the scheduling process

09

Provider Preference

If you would prefer to work with a CAPS provider who holds a specific identity (Race/Ethnicity, Gender, Languages spoken, Speciality, etc.), please share that with the receptionist. [Descriptions of CAPS providers can be found here](#)

10

