

Career Counseling Appointment Policy

Thank you for deciding to utilize services offered by University Career Services. We hope you will take every advantage of the full range of resources and services provided and/or recommended. Because we have a high demand of students wishing to participate in career counseling appointments, as well as a high rate of no-shows and late cancellations, University Career Services has implemented the following Appointment Policy to ensure appointments remain available for students who can commit to a scheduled time.

Arrival Time

Please arrive 5-10 minutes prior to your scheduled appointment time. If you are running late, please call to inform your career counselor so they can be prepared for you. In order to minimize disruption for fellow students, your appointment will be reduced by the number of minutes you arrive late. If you arrive more than 15 minutes late, your career counselor will meet with you to discuss next steps.

Cancellations

Clients may cancel their appointment one (1) business day prior to the day of the appointment date by contacting University Career Services without consequence. This means if you have an appointment scheduled for Tuesday, you have until 5 p.m. the preceding Monday to cancel your appointment without it being documented as a late cancellation.

Rescheduling an Appointment

Clients may reschedule their appointment one (1) business day prior to the day of the appointment date by contacting University Career Services without consequence. This means if you have an appointment scheduled for Tuesday, you have until 5 p.m. the preceding Monday to reschedule your appointment. Otherwise, it will be documented as a late cancellation.

Failure to Show

Clients who fail to show up for an appointment will be counted as a no-show.

Consequences: A late cancellation or no-show will automatically result in the following actions:

- **First Offense:** If you do not show or do not cancel/reschedule your appointment one (1) business day prior to your scheduled appointment, you will receive an email reminder about the policy.
- **Second Offense:** You will receive an email from the career counselor alerting you that if you do not keep your third appointment, you will not be allowed to schedule an individual appointment for the remainder of the semester, but you will still have access to Career Drop-Ins.
- **Third Offense:** You will receive an email notice that your privilege for scheduling an appointment is suspended for the remainder of the semester and that you may only use drop-ins during this time period.