

Career Services Center - Appointment Attendance Policy

When you make an appointment with the Career Services Center, our staff puts in a great deal of effort to ensure that we are prepared to help you with your needs. We know that unforeseen events happen, and sometimes appointments need to be rescheduled or cancelled. However, it is important to understand that our resources and time are limited, and that when you schedule an appointment, you have taken up a timeslot that another student is then unable to use.

The following appointment attendance policy was created to encourage students to be mindful of others' time and effort, and to ensure that we do not have an overabundance of untimely cancellations, reschedules, or no-shows.

How to Cancel or Reschedule an Appointment

To cancel or reschedule an appointment, refer to the Calendly confirmation email you received when making the appointment. At the bottom of the email, you may click "reschedule" or "cancel" underneath where it says, "Make changes to this event." You may also contact the Career Services Center at career@nsc.edu or (702) 992-2611.

First Cancellation, Reschedule, or No-Show

A single instance of cancelling, rescheduling, or no-showing to an appointment is understandable. (If possible, informing our office that you are unable to attend is better than no-showing.)

For **cancellations** and **reschedules**, you will not be contacted or notified by CSC. The responsibility is on you to reschedule your appointment.

For **no-shows**, you will receive an email notifying you that you have not attended your appointment.

Note: Our office tracks cancellations, reschedules, and no-shows each semester.

Second Cancellation, Reschedule, or No-Show

The second time you **cancel** or **reschedule** an appointment, you will receive an email from CSC staff to enquire about whether you may need additional accommodations to attend future appointments.

The second time you **no-show** for an appointment, you will be unable to schedule future appointments until you speak with a Career Services staff member, either over the phone, in person, or via Zoom, about how to ensure that you are able to attend the next one.

Third Cancellation, Reschedule, or No-Show

The third time you **cancel** or **reschedule** an appointment, you will be unable to schedule future appointments until you speak with a Career Services staff member, either over the phone, in person, or via Zoom, about how to ensure that you are able to attend the next one.

The third time you **no-show** for an appointment, you will be unable to schedule another appointment for the remainder of the semester (with the exception of serious life events or extreme circumstances).

Additional Notes & Information

- A "**no-show**" is defined as a student not attending a scheduled appointment without informing the Career Services Center ahead of time.
- If you do not arrive within 15 minutes of your scheduled appointment time, the appointment will end and it will count as a **no-show**.
- If you know you will be unable to attend your scheduled appointment, **cancel/reschedule your appointment as soon as possible**. The earlier you notify the Career Services Center, the easier it is for us.
- **No-shows, cancellations, and reschedules** are reset at the end of each semester, but the Career Services Center staff will still be able to view records from previous semesters.

For questions about any of the above information, please contact the Career Services Center at career@nsc.edu, or at (702) 992-2611. You can also visit our office in RSC 128.