Policy on Student No-Shows for Individual Career Counseling appointments through the CDC

- **Arrive on time for a scheduled appointment.** During CDC walk-in hours, be advised that a CDC staff member may not be immediately available, but we will readily make a personalized appointment for you to occur at another time.

- **Missed appointments reflect poorly on you and prohibit others from the using the time you reserved.** If you are unable to honor your appointment, you must call the CDC at 518-564-2071 to notify us of your cancellation. *We prefer at least 30 minutes notice prior to cancellation.* Email is **not** an acceptable method of cancelling a counseling appointment.

- **Arriving 15 minutes late or more is considered a missed appointment.** The consequences for **two missed appointments** may include:
  - Refusal of service for the remainder of the semester and/or academic year.
  - Blocked access to CardinalConnect for the remainder of the semester and/or academic year.
  - Disallowed participation at workshops or career events for the semester and/or academic year.