

NO SHOW POLICY

Effective July 2018

The Office of Career and Professional Development prepares students to transition from the classroom to the world of work. By scheduling an appointment, you make a professional commitment. Canceling your appointment late or failing to show up can negatively impact your fellow students who could have taken advantage of that open time slot.

How to Cancel/Reschedule

If you need to cancel or reschedule your appointment, The Office of Career and Professional Development requests a 24-hour notice. You have 3 options for canceling or rescheduling:

- Call The Office of Career and Professional Development at 920-403-3040
- E-mail The Office of Career and Professional Development at careers@snc.edu
- E-mail the career counselor you were scheduled to meet with directly

No Show

You will be considered a “no show” if you miss your appointment with a career counselor without calling or e-mailing to notify The Office of Career and Professional Development.

- 1st No Show– you will receive an e-mail notice reminding you of the policy.
- 2nd No Show– you will receive a second e-mail notice and your appointment privileges* will be suspended for the remainder of the semester.

All other services will still be available during suspension: walk-in hours, online resources, workshops, and career fairs/events.

Appeal Process

Any student who feels they have been incorrectly identified as a “no show” may request an individual review of the circumstance by contacting the Office of Career and Professional Development at 403-3040 or by emailing the office at: careers@snc.edu and the Director will review the case.