

## Center for Career & Professional Development

The Center for Career & Professional Development (CCPD) has a scheduling policy to ensure all students understand the expectations for a scheduled appointment and do their best to honor these appointments. This policy pertains to both scheduled individual appointments and RSVP's to events. The following policies apply to all students and alumni who use the various services offered by the CCPD.

### Walk-in Appointments:

- Students can walk in at any time during regular business hours to meet with a CCPD counselor for a 15-30 minute session.
- There is no guarantee that a counselor will be available at the time of a walk-in appointment.
- If the appointment requires more than the 15-30 minute allotted walk-in time, a student must schedule an appointment with a counselor for a longer session.

### Late Policy:

- Students are expected to arrive on time for all scheduled appointments. Students are given a 10 minute grace period to arrive for their scheduled appointment.
- If students inform the CCPD that they will be late within the 10 minute grace period, their appointment will still be held.
- If students fail to inform the CCPD that they will be late within the 10 minute grace period, their appointment will be cancelled and the student will need to reschedule.

### No-Show Policy:

- Students will be marked as no-shows if they fail to arrive for a scheduled appointment without notifying the CCPD.
- If a student knows in advance that they will miss a scheduled appointment, they must give the CCPD 12 hours' notice via phone or email.
- Notification beyond 12 hours will be considered a no-show.

## Policy Enforcement:

### First Offense:

- If a student is marked as a no-show for a scheduled appointment, they will need to reschedule.

### Second Offense:

- If a student misses a second scheduled appointment (does not have to be consecutive) they will be required to speak with a counselor prior to scheduling a future appointment.

### Third Offense:

- After 3 offenses, the student will be required to meet with the Director of CCPD to create a professional development plan.

**\*Note:** no-shows will be cleared at the start of each semester and will not carry over from year to year.