

*As a reminder about our policy:*

The following policies apply to all students and alumni who use the various services offered through UWF Career Services office, with the exception of On-Campus Recruiting, which has a separate No show policy.

**“Canceling or Rescheduling your appointment”**

Due to the large numbers of students seeking services through Career Services and the limited number of appointments available, if you need to cancel a scheduled appointment, please contact Career Services **48 hours** prior to your appointment time, or as soon as possible if due to illness.

**“Late Arrival”**

A student will be considered “late” if they show up for their appointment with a career advisor more than 15 minutes after their scheduled appointment time. If the student has called to let us know they are running late, prior to the end of their 15 minute grace period, they may still meet with their intended advisor (upon approval by such advisor), but will only have the remaining portion of the hour scheduled for their appointment. If the student has not called to notify us that they will be late, they will be asked to reschedule their appointment.

**“No Show”**

A student will be considered a no show if they miss their appointment with a career advisor without calling to notify our office.

**1<sup>st</sup> offense:** the student will receive an e-mail after missed appointment, reminding them of the policy and advising them that they will be subject to the “no show” policy, if they miss one more appointment during the semester.

**2<sup>rd</sup> offense:** the student will receive an e-mail after the second missed appointment, informing them that they will no longer be able to schedule a one on one appointment for this semester. The student may however use other Career Services such as drop-ins and workshops.

If you have any questions, please feel free to contact us!

**Career Services  
Building 19  
474-2254**