



## University of Montana Career Services Career Counseling No-Show Policy

### Introduction

An important service provided to UM students by the office of Career Services is professional career counseling. Career counseling has a direct impact on a student's educational and career success. Career counseling plays a major role in helping students identify a viable career path and choose an associated major. Additionally, career counseling assists students in preparing for success after college by providing assistance with such activities as conducting effective job searches, constructing professional resumes and cover letters, and practicing successful interviewing techniques.

When a student cancels a counseling appointment at the last minute or fails to show up for a scheduled counseling appointment, it not only wastes the counselor's valuable time but also negatively impacts their fellow students in that they are not given the opportunity to sign-up for the abandoned counseling time slot. Due to the professional nature of career counseling, the following policy will be enforced when a client fails to show up for a scheduled counseling appointment.

### First No-Show

If you fail to keep a scheduled appointment with a Career Counselor, you will receive an e-mail communication informing you that you have missed a scheduled counseling appointment and that a **second** counseling no-show on your part will result in the loss of your ability to schedule further counselor appointments until such time as you communicate with the affected counselor, explain the reason for your no-show to the satisfaction of the counselor and have your appointment scheduling ability reinstated.

### Second No-Show

If you fail to keep a scheduled appointment with a Career Counselor a second time, your ability to schedule further counselor appointments will be rescinded. In order to regain your ability to schedule counseling appointments, you must:

1. Meet with the affected Career Counselor and explain to their satisfaction the reason for your no-show.
2. Have your appointment scheduling ability reinstated by the career counselor.