

WCPE at Elmhurst University

Appointment Protocol and Guidelines

The Weigand Career Center for Professional Excellence provides support and resources to students and alumni regarding career exploration, career-related experiences, graduate/professional school applications, job searches, and career transitions. Individual appointments are available to current undergraduate, graduate students, and alumni. Students and alumni are encouraged to utilize our on-line resources ([career advice on demand](#)) in addition to drop-in or scheduled appointments and career resources link on Handshake.

Career Advising Availability

Advising appointments are in high demand and the expectation is that you will arrive on time or cancel/reschedule in advance to allow other students the option of scheduling at that time. Please remember it is professional behavior to keep your appointments, be on time, and to cancel with plenty of notice (14 hours) if you are unable to attend.

Drop-in resume or cover letter reviews are available during fall and spring terms on Tuesdays and Thursdays during protected hour from 11:30-1:00. These drop-ins are not held on days when major career fairs are being held.

Appointment options

Advising appointments, scheduled through Handshake, can be done in-person, virtually, or by phone. Each advisor has appointment blocks available on Handshake that indicate the types and mode of appointments available at a given time. Most appointment blocks are scheduled for 30 minutes. You cannot schedule more than one appointment on a given day and must schedule 24 hours in advance. Same day appointments are not available.

Appointments can be cancelled on Handshake or by contacting the advisor you are scheduled to meet with directly. Appointments cancelled less than 2 hours prior to your scheduled time, will be marked as a “no show.”

No-Show Policy

Not showing up for an appointment is unprofessional and prevents others from filling that time. We understand that unexpected situations happen. If you experience a situation that

prevents you from attending your meeting, please contact the career advisor you are scheduled to meet with directly.

You will be considered a no-show if any of the following occur:

- You fail to show up for your appointment.
- You cancel your appointment less than 2 hours ahead of the start of your scheduled appointment.
- You are more than 10 minutes late for your appointment. If you are late and your advisor still agrees to meet, your appointment time will still end when originally scheduled.

Consequences

First No-Show: You will receive a warning and notification on Handshake

Second No-Show: You will not be able to schedule an appointment for 5 days.

Third No-Show: You will be blocked from scheduling an appointment with a career advisor for the remainder of the semester.

No-shows will be cleared in January and June and will not carry over from prior semester.

By scheduling an appointment with our office, you agree to these terms.