



Elliott

## **Undergraduate Academic Advising**

### **No Show Appointment Policy**

We understand that unexpected academic obligations, work commitments or illnesses can affect your schedule. However, please notify [Undergraduate Academic Advising](#) of any changes to your scheduled appointments as early as possible. We have high demand for appointments so your cancellation will allow us to offer your time slot to another student, if cancelled in a timely manner. Be sure to check your schedule carefully in order to avoid multiple appointment cancellations.

If you need to cancel an appointment, please do so by following the instructions in your appointment confirmation email as soon as you know you need to cancel. If you do not cancel the appointment and do not show up, it will be recorded as a “no show” by your academic advisor. Two no-shows in a semester will result in you no longer being able to book a 30-minute one-on-one advising appointment during the semester. Accordingly, you will be limited to Drop-In Advising weekdays from 10:00 am to 12:00 pm and from 2:00 pm to 4:00 pm (no appointment necessary!).

A “no-show” is a student who missed an appointment without cancelling it, either via the online scheduler or by calling (202) 994-3002. Failure to be present at the time of a scheduled appointment will be recorded in your Elliott School advising record as a “no-show.” This includes arriving 10 minutes (or more) late to your scheduled appointment.