

RISD CAREERS

RISD Career Center Appointment Cancellation Policy

Please give at least 24 hours' notice when cancelling an advising appointment.

When someone misses a scheduled appointment, or cancels with less than 24 hours' notice, it negatively impacts student and alumni access to Career Center Appointments. With a limited number of appointments available and an increasing demand for these times, punctuality is important. Due to the professional nature of Career Center appointments, the following policy will be followed.

FIRST NO-SHOW / LATE CANCELLATION:

If you are a no-show for an appointment or cancel a scheduled appointment with less than 24 hours' notice with any staff member or peer adviser, you will receive an e-mail notification requesting punctuality for future appointments.

SECOND NO-SHOW / LATE CANCELLATION:

For a second no-show or late cancellation within one year, you will receive an e-mail notification stating that your ability to schedule appointments online will be discouraged and you will need to schedule appointments either in person or by phone.

THIRD NO-SHOW / LATE CANCELLATION:

For a third no-show or late cancellation within one year, you will receive an e-mail from Kevin Jankowski, Director of the RISD Career Center, stating that you are no longer able to book career advising appointments. To reinstate your access, you must meet with Kevin to make a formal request.

If you have any questions, please call our office at 401-454-6614.