

## Career Services Appointment Policy

### How many appointments can I have in a year?

Every current Queen's student may book up to 3 appointments total per academic year from September to August (including Career Consultations and Cover letter/Resume Reviews). Upon graduation, 1 additional year of access to appointments and services starts after the last semester in which you were enrolled in courses.

### What should I do if I can't attend an appointment on short notice (24 hours)?

With enough notice you can change your booking online. If there are fewer than 24 hours till your appointment, you need to call us at 613.533.2992. Please leave a message on our voice mail if you are calling after hours.

### What happens if I don't show up to an appointment and did not cancel?

If you do not attend an appointment and we did not hear from you in advance, this appointment will be recorded in your account as a no-show, using one of your appointments for the year, because without notice there is not the opportunity for another student to use that timeslot. Please be advised that no-show appointments will count towards your annual allotment unless cancelled in advance. Please do your best to contact us ahead of time to reschedule or cancel your appointment.

In extenuating circumstances, you may apply to the Head Career Counsellor for an additional appointment beyond your basic allotment of 3 per year. Please send a short email to [mycareer@queensu.ca](mailto:mycareer@queensu.ca) explaining your situation, how the previous appointments were used, and why a new one is necessary and the Head Career Counsellor will contact you.

### Why is there a limit?

The appointment limit is meant to ensure fair access to services for all students, and efficient use of our limited resources. To get the most of our services we encourage you to get information and develop skills in workshops, ask specific questions to plot out next steps at drop-in career advising, and access more in-depth support from 1-1 appointments, in that order. All of these services are staffed by our career counsellors.



**Career Services**

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T: 613-533-2992  
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