We understand that unexpected academic obligations, work commitments, and illnesses can affect your schedule. However, please inform the CPDC Advising Center as early as possible regarding the need to cancel your career advising appointment. There is a high demand for advising appointments, and your timely cancellation will allow us to offer your time slot to another student. Be sure to check your schedule carefully in order to avoid time conflicts.

**Please note the following cancellation procedures:**
If you need to cancel an appointment, please do so through your TartanTRAK account at least 12 hours in advance.

If it is less than 12 hours, call the CPDC Advising Center at (412) 268-2064 to cancel your appointment (leave a message if necessary). Please keep in mind, same day cancellations (especially repeats) **may be subject** to the No Show/Late Cancellation penalty (**see below**) at the discretion of the CPDC staff.

**Appointment No Show/Late Cancellation Policy**

- **1st Appointment No Show/Cancellation** will result in an email being sent to your CMU account reminding you of the CPDC’s No Show/Late Cancellation policy.

- **2nd Appointment No Show/Late Cancellation** will result in another email being sent to your CMU account with this information:
  - Your TartanTRAK appointment scheduling privilege has been revoked until you contact your primary Career Consultant, schedule a meeting, show up for the appointment and discuss the missed meetings.
  - You can either email the Career Consultant your availability or call the Consultant, depending on the Consultant’s preference.

*Late ARRIVAL policy: If you arrive late for your appointment, you may be asked to reschedule*