**School of Communication Advising No Show Appointment Policy**

This policy is in place to limit no show advising appointments, preserving advisor’s time, as well as allowing the greatest and most equal access for students to schedule an appointment with their assigned advisor.

School of Communication advisors average 100 no show appointments each academic year. When students do not show for their scheduled appointments, other students and the student’s advisor are impacted. By not showing for a scheduled appointment, this takes away an opportunity from another student who is seeking advising assistance. In addition, this also takes time away from the advisor, who could have utilized that time assisting another student or performing work related to their other roles for the School or university, such as teaching courses, participating in recruitment events, performing tasks related to course scheduling, etc.

The School of Communication’s advising policy limits students to (2) no show appointments each semester. **These no shows do not need to be consecutive.** Any student who no shows for (2) advising appointments will be prevented from scheduling another advising appointment until the end of the semester. Appointments will be set aside during the final week of advanced (online) registration to assist these students, which will still allow them to make changes to their schedules for the upcoming semester. Please note: The final week of advanced (online) registration is also finals week.

Advisors who experience a no-show appointment will take the following steps:

First No Show

Email the student, making them aware that they were a no-show for their scheduled advising appointment. Remind the student of our no-show policy and advise them on the consequences of a second no show during the semester. Remind students the ways in which they are able to cancel appointments – either through the confirmation email they receive when they initially schedule the appointment, or through the reminder email they receive 24 hours prior to their scheduled appointment.

Second No Show

Email the student and provide the dates and times of their (2) no shows of the semester. Explain that they will be prevented from scheduling another advising appointment until the final week of advanced (online) registration. Provide justification for the no show policy and how it demonstrates respect for both advisors and the student’s peers, as well as holds the students accountable for the academic advising mission statement, drafted by the university and upheld by the Academic Advising Council.

Add Scheduling Block in Appointment Manager

For students violating this policy, the advisor will block in Appointment Manager their ability to schedule appointments.

Remove Scheduling Block

Prior to the last week of classes, advisors will remove any scheduling blocks for students who have violated this policy. This will allow them to schedule an advising appointment.

**No Show Appointment Policy FAQ for Students**

**What is the no show appointment policy?**

The no show appointment policy is being implemented to reduce the number of no-show appointments School of Communication advisors experience each semester. Under this policy, students will be limited to (2) non-consecutive no shows throughout the semester. If a student no shows (2) times, they will be prevented from scheduling an advising appointment until finals week.

**Why is this policy being implemented?**

The policy is being implemented to reduce the number of no-show appointments School of Communication advisors experience each semester. When a student is a no show for their scheduled advising appointment, they are taking away an opportunity from another student, thereby limiting the advisor’s ability to assist the greatest number of students possible. In addition, being a no show for a scheduled advising appointment takes away time from an advisor that they could have otherwise devoted to the other roles they perform for the university – such as teaching, participating in recruitment efforts, scheduling-related tasks, etc.

**Will I still be able to register for courses?**

Yes, this policy will only prevent students from scheduling an advising appointment. Students are encouraged to continue to register for courses using the online resources provided to help them make educated decisions regarding their schedules. Students who violate the No Show policy will be allowed to schedule an advising appointment during finals week. Registration is still open at this time, so students will still be able to register for courses, make changes to their schedules, etc.

**Will I still be able to meet with another COM advisor?**

No, under this policy, you will be prevented from scheduling an advising appointment

with any advisor on campus – this includes other major advisors, minor advisors, special

populations advisors, University College advisors, etc.

**If I am prevented from meeting with my advisor, what other resources are available to me?**

The university provides a number of free resources students can access to assist with course planning. These resources include the following:

1. University Catalog: The Communication section of the University Catalog contains information regarding the requirements (including specific courses) for each Communication major/sequence. You can review your Course History in your student portal to see what courses you’ve completed and see what courses you have remaining. The University Catalog also allows you to check prerequisite requirements for courses prior to registration. You can access the University Catalog here: <http://illinoisstate.edu/catalog/>.
2. Sample Plans of Study: The ISU Academics website provides sample plans of study for each major. These sample plans of study outline the requirements for your specific major/sequence and the recommended order in which courses should be completed. (The checklist on the first page is particularly helpful.) To access the sample plan of study for your major, visit the ISU Academics website, click on your specific major/sequence and click the “Plans of Study” option to download the appropriate PDF file. You can access the ISU Academics website here: <https://illinoisstate.edu/academics/majors/>.
3. Previous Advising Sheets: I would encourage you to refer to the advising sheet from your most recent appointment to determine your remaining requirements. If you need a copy of your most recent advising sheet, please contact me and I can send you a copy for your reference (or your previous advisor, if you are new to the major).
4. Progress Towards My Degree: This function on your My Illinois State student portal will also clarify your remaining requirements, and your overall progress toward graduation.
5. My Academic Requirements: This function in the registration system is another resource you can use to identify your remaining requirements.