One-on-One Career Coaching Sessions

How to Professionally Cancel or Reschedule a 1:1 Career Coaching Appointment
We understand that schedules can change. If you need to cancel or reschedule your appointment with a GCMC career advisor, please follow these professional guidelines:

Sample Cancellation Email

Subject: 1:1 Career Coaching Appointment Cancellation Notice
Dear [Advisor's Name],

I hope this message finds you well. I need to cancel our appointment scheduled for [insert date/time] due to [brief reason]. I apologize for any inconvenience and will be sure to reschedule it soon.
Best regards,
[Your Full Name]
[EMPLID]

How to Professionally Notify About Being Late to a 1:1 Career Coaching Appointment

If you are running late for your scheduled 1:1 career coaching appointment, it's important to notify your advisor in a timely and professional manner.

GCMC Late Arrival Policy:
If you arrive more than **10 minutes late**, your appointment may be marked as a **no-show** and will need to be **rescheduled**.

If you expect to be **more than 30 minutes late**, it is generally more appropriate to **reschedule** the appointment rather than attend partially.

Sample Lastness Email

Subject: Delayed Arrival for 1:1 Career Advisement Appointment
Dear [Advisor's Name],

I hope this message finds you well. I wanted to inform you that I will be arriving approximately 15 minutes late for our scheduled appointment and expect to arrive by 2:45 PM. I apologize for any inconvenience this may cause, and I truly appreciate your understanding.
Please let me know if this affects our ability to meet today or if it would be better to reschedule.
Best regards,
[Your Full Name]
[EMPLID]

Handling Emergencies Professionally on the day of 1:1 appointment
Unexpected events like illness or family emergencies can affect your availability. In these cases:

- Reach out as soon as you can.
- Keep your message brief, clear, and respectful.

Sample Emergency Message

Subject: Unable to Attend Today's Appointment
Dear [Advisor's Name],

Due to an unforeseen emergency, I won't be able to attend our appointment today. I sincerely apologize for the short notice and appreciate you're understanding. I will contact you to reschedule when I am able.

Best regards,
[Your Name]
[EMPLID]