

College of Business
Academic Advising Team
No Show and Late Arrival policy for academic advising appointments

Appointment Cancellation Policy

We understand that unexpected events can affect your schedule. However, please inform your academic advisor or the Student Success Center front desk team (785.532.6180, businessadvising@ksu.edu, #1001 Business Building) of any change as early as possible, as there is high demand for appointments. Cancelled appointments will allow us to offer time slots to other students.

Appointments that are cancelled within 24 hours of the scheduled appointment time will be recorded as a 'no show' in Navigate for appointments on Tuesdays, Wednesdays, Thursdays and Fridays and within 72 hours (about 3 days) of the scheduled appointment time for appointments scheduled on Monday's.

Students with more than 2 no-shows during a 90-day period will be unable to make another appointment with an academic advisor for the current semester and will be referred to an Advising Assistant for assistance. Students with extenuating circumstances such as an illness are expected to inform their academic advisor and with their approval can continue to schedule appointments for the current semester.

If you need to cancel an appointment, please cancel in Navigate (<https://k-state.navigate.eab.com/app>) or by calling the Student Success Center front desk team at 785.532.6180.

Late Arrival policy (in-person and Zoom appointments)

If you arrive later than 10 minutes for your appointment, you may be asked to reschedule.

Questions? Please contact the Academic Advising team in the Student Success Center, #1001 Business Building, businessadvising@ksu.edu, 785.532.6180 for any questions.