

## Health Professions Office Appointment Policies.

**Approved Appointments:** All Scheduled Advising appointments will be virtual until August 11<sup>th</sup> and the end of the summer terms. Beginning with the Fall 2023 semester, students will be given the option to choose a Virtual or In-person Advising appointment. *Once an appointment has been Approved in Handshake, a student can request a change in modality up to 24 business hours prior to their scheduled appointment. Change requests sent over the weekend are not included in business hours.*

**Declined Appointments:** Appointments are subject to being declined if appointment is not scheduled with designated advisor based on last name alpha split.

**Late Arrivals:** Students who are 10 minutes late to a scheduled appointment and have not contacted the Health Professions Office/Advisor will be marked as a 'No Show' and the appointment must be rescheduled.

**No Shows:** No Show status will be applied to appointments where a student is 10 minutes late or they have not contacted our office to cancel their appointment prior to their appointment start time. *Students who have an appointment marked 'No Show' three times, in any one semester, will only be allowed to attend Drop-in advising.*

**Cancellations:** Students may cancel their appointment up to their designated appointment start time. Students are encouraged to send a message in Handshake, email their advisor directly, or email the general Health Professions Office email ([HPOffice@utsa.edu](mailto:HPOffice@utsa.edu)) to request a cancellation. *Students may not request to cancel appointment by phone.*