

## **DON'T CANCEL CLASS**

### **Important Information for Faculty re: “Don’t Cancel Class”**

1. Operating office hours for Career Center:  
M, Th & F 8:00 a.m. - 5:00 p.m.  
Tue & Wed 8:00 a.m. - 7:00 p.m.
  
2. All activities must **conclude** by 7:00 p.m. on Tuesday and Wednesday evenings and 5:00 p.m. on Mondays, Thursdays and Fridays.
  
3. *Prior* to scheduling, request form must have Dean’s signature.
  
4. Advance notice is required. Instructor must submit a written request with Dean’s signature at least 5 business days in advance.
  
5. Examples of when **to** use the service:
  - a) Faculty on hiring committee
  - b) Faculty attending conference
  - c) Faculty has scheduled appointment

Examples of when **not** to use the service:

  - a) Faculty member calls the day when he/she is out ill
  - b) Faculty has an unexpected situation and is unable to teach class
  
6. Orientations/workshops **begin promptly** in the **Career Center**. Students will not be admitted 10 minutes after the activity begins.
  
7. Faculty may want to offer students extra credit for attending a Career Center activity.
  
8. A copy of the class sign-in sheet will be provided to instructor via inter-campus mail.
  
9. Instructors may use the **Don’t Cancel Class** service **twice** per semester.
  
10. Maximum orientation time is limited to 50 minutes.