CANCELLING AN APPOINTMENT ON HANDSHAKE

If you have scheduled an appointment with Career & Professional Development but cannot keep the appointment you are able to cancel the appointment on Handshake (must be done 24-hours in advance).

1) Log onto Handshake:

   a. Go to the Career & Professional Development website (snc.edu/careers) and click on the Handshake information:

   b. Click on the blue “St. Norbert College Login” button:
c. Sign in using your SNC username and password:

2) Cancelling an Appointment
   a. On your homepage find the “Career Center” tab located on the top right corner of the screen:
b. Select “Appointments” in the drop down menu:

c. Select the appointment you would like to cancel:
d. Select the “Cancel Appointment” button:

e. Write a brief description on why you need to cancel your appointment:
f. Congrats! You have successfully cancelled an appointment:

**Please note you are only able to create new appointments and cancel existing appointments. You are not able to reschedule existing appointments. If you need to reschedule please contact Career & Professional Development (careers@snc.edu or 920-403-3040) or contact the staff member you are meeting with.**