**CANCELLING AN ON-CAMPUS INTERVIEW**

When you need to cancel an on-campus interview, we expect that you will do so at your earliest convenience. This gives us time to open the schedule to other students and to provide a logical explanation to the employer.

**Cancelling before a schedule closes** -- cancel in [ePACK](http://www.ncsu.edu/epack)

**Cancelling after a schedule closes** -- call the UCC at 919.515.2396

We know that emergencies may occur. We ask that you contact the UCC as soon as you are able. Do your best to avoid being a “no show.” When we cannot offer an explanation to the employer – it reflects poorly not only on you, but also the UCC, your academic department, and NC State. Employers have terminated relationships with universities because of “no shows!”

**UCC Policy**

If you are a “no show” and you have not contacted the UCC by the time of the interview, your ePACK account will be automatically deactivated. You will receive an email from the Director instructing you to send a letter of apology with your explanation to the employer before your account is reactivated.