



OFFICE FOR STUDENT DEVELOPMENT APPOINTMENT POLICY

Appointment Schedule

1st Year Students—Weekly

2nd and 3rd Year Students—Biweekly

4th, 5th, and 6th Yr—Monthly

Academic Probation—Weekly

- All EOF/PEP/CARR students are required to schedule routine appointments with their respective academic advisor.
- Appointments can be made at the office (Room 109B) in the appointment books of your counselor.
- You must allot at least **30 minutes** for each appointment.
- Please write your **full name** and **contact number** in the time slot. Make sure you schedule your appointment in the correct book.
- All appointments must be made at least **one day** in advance unless you have made prior arrangements.
- If you are unable to keep your appointment, please notify your counselor by **phone** or **email** to cancel and/or reschedule.
- Please be **on time** for your appointment as a courtesy to staff and other students who may have scheduled an appointment after you.
- Don't forget that funding is **contingent** upon making and keeping regular appointments with your respective counselor.

Dean Nancy Cintron-Budet (732) 445-2678 Ext. 629

Melissa Vargas Columna (732) 445-2678 Ext. 628

Veronica Fernandez (732) 445-2678 Ext. 627