



Career Services
Division of Student Affairs

Student/Alumni Contract

The University of La Verne Career Center is dedicated to providing students and alumni resources, assessments, and counseling related to the field of Career Services. The Career Center staff will work hard to meet your needs and assure that you are supported throughout your career journey. In order for Career Services to maximize resources, time, and expertise we require that all clients who use Career Services are enrolled students and/or alumni. **If you have withdrawn, are academically dismissed, are not enrolled, or do not have a degree posted at the University of La Verne, you will not be able to utilize Career Services' resources.**

An enrolled student is defined as taking at least two or more units toward an undergraduate or graduate degree. An alumnus/alumna is an individual who has completed all units and has a Bachelor, Master, or Doctorate degree posted at the University of La Verne. If you are not a student or alumnus/alumna, please let one of the Career Services staff know so we can refer you to other community resources.

Due to our full appointment schedule and the career needs of students and alumni at our eight campuses, we require that you arrive on time or early to all appointments. We do not schedule same day appointments because of the in-depth nature of assistance we provide. This policy allows our counselors to maximize the amount of research and resources they can prepare for you before you begin your appointment.

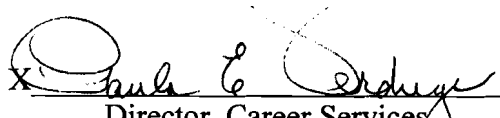
Students and alumni who are more than 15 minutes late will be asked to reschedule their appointments to another day. If you are unable to keep your scheduled appointment time, you must provide at least 24 hours notice by calling the Career Services front desk at 909-593-3511 x4054. Cancellations given less than 24 hours in advance or failure to attend will be considered "no-shows."

If you have two "no-shows," you will not be allowed to reschedule another appointment with a counselor for one full semester. Other types of assistance will be offered at the discretion of the director.

Please sign the contract below. Your signature verifies that you are in agreement with the above and that you are an enrolled student at the University of La Verne or alumnus/alumna from the University of La Verne.

Thank you for taking the time to review the above contract and signing below.

X _____ DATED: _____
Student or Alumnus/Alumna Signature

X  _____
Director, Career Services

Career Services at the University of La Verne makes no representations or guarantees regarding the opportunities listed on its website, bulletin boards, print materials or communication in any other manner. La Verne is not responsible for the wages, safety, working conditions or other aspects of off-campus employment. Verification of these conditions is the responsibility of the students and alumni to take the necessary precautions when interviewing for and accepting part-time/full-time employment and participating in volunteer activities.

Career Services has provided links to Internet websites that are maintained by third parties, over which the Career Services and La Verne have no control and as such are not responsible or liable for the content, products, services, or other materials on or made available through the web links to other websites. The opinions and views associated with the web sites are not those of La Verne or Career Services. La Verne and Career Services shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such content, products, or services available on or through such sites.