

POLICY/PROCEDURE MEMORANDUM

TO:
FROM:
SUBJECT: Eligibility to use Services of the Career Center
LAST REVISION: July 15, 2016

I. Policy

The University of South Carolina (USC) Career Center, located on the fifth level of the Thomas Cooper Library, with a satellite office in the Swearingen Engineering Center, provides a wide variety of career-related services. Eligibility to use Career Center services is as follows:

A. USC Columbia Campus

1. Admitted and enrolled students at the USC Columbia campus are eligible to use all Career Center services.

B. Distance Education & Bridge Programs

1. Admitted and enrolled students in Palmetto College and The Bridge Program (Gamecock Gateway) are eligible to use all Career Center services.

C. USC System Campuses

1. USC system campus students have limited use of Career Center services. These students are eligible to:
 - a. Use the USC Columbia Career Center's career resource room
 - b. Use the USC Columbia Career Center's web resources
 - c. Participate in USC Columbia job fairs.

D. USC Columbia Alumni

1. USC Columbia Alumni may continue to use Career Center services for the period of one year after their graduation, following which sessions with the Alumni Career Coach are available for a modest fee.

E. USC Faculty/Staff and their Spouses/Dependents

1. On an "as available basis", USC faculty/staff may utilize all Career Center services.

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2. USC faculty/staff spouses and college-age dependents may utilize, on an “as available basis”, limited Career Center services with individual career coaching sessions and career assessments offered on a fee basis.

F. Individuals who have graduated from a four-year college or university other than USC-Columbia (Reciprocity)

1. Individuals who have graduated from a four-year college or university other than USC-Columbia may be approved to use specific services as granted by the Career Center’s Associate Director for Career Development and Experiential Education through Reciprocity Agreements.
 - a. Reciprocal services without a fee include the use of the Career Center Resource Room as well as attendance at employer information sessions and Career Center presentations.
 - b. Reciprocal services with fees include individual career coaching sessions and career assessments which are offered as available.

II. Procedure

- A. USC Columbia Campus students, Palmetto College students, Bridge Program (Gamecock Gateway) students, and USC Columbia Alumni may access services by requesting an appointment in Handshake (the Career Center’s online portal) or by emailing or calling the Career Center.
- B. USC System Campus students may directly access the allowed services during the times such services are available.
- C. USC Faculty/Staff and their Spouses/Dependents should email or call the Career Center to determine availability.
- D. Individuals who have graduated from a four-year college or university other than USC-Columbia who are requesting reciprocal services must submit a written request specifying the services they wish to use and must request that the college/university from where they graduated send written confirmation indicating that the institution will provide services to USC students if requested. Once the documentation has been received from both the student and institution, reciprocal services will be granted for one year.