Career Advising Appointments

Summary/Purpose: To define University Career Center procedures for scheduling career advising/counseling appointments.

Students may schedule individual appointments with Career Center staff to discuss issues that relate to career development. Undecided majors can receive assistance with self-exploration and career choices. Declared majors who are considering a change are advised to visit the Career Center as well. Through individual appointments, staff can assist students with career exploration, decision-making, and job search strategies. All information disclosed by students is confidential and cannot be released, except in the following cases:

1. The student is believed to be a threat to self or others.
2. The student provides information concerning the abuse of a minor or the elderly.
3. The student’s records are subpoenaed by a court of law.
4. The student willingly signs an information release form.

Appointments are scheduled Monday-Friday during office hours (8:00 am – 5:00 pm). Requests should be made at least 24 hours in advance.