

**Career Development Services
Florida Gulf Coast University
Guidelines for Usage for Students, Alumni, Employers, and Vendors
Effective March 2009 (Revised April, 2016)**

1. Students

- a. Our services are available to currently enrolled (registered for classes) FGCU students.
- b. A student pursuing a degree from FGCU but is not currently enrolled in classes may use our office only if they will be taking classes in the next immediate semester.
- c. Students pursuing a degree from another institution but are taking classes at FGCU may only use our office during the time they are enrolled in FGCU classes.
- d. FGCU does not offer reciprocity to other institutions.
- e. Students should be aware that The Office of Career Development Services acts only as a referral service, and makes no particular recommendations regarding off-campus employers. Career Development is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the high volume of jobs received by our offices, we are unable to research the integrity of each organization, business, or person listing a job with us. Therefore, the student is urged to undertake this responsibility.

2. Alumni

- a. FGCU alumni may use all of our services for the first year immediately following graduation. Services include personal consultation, the use of Eagle Career Link and MyPlan.com, and participation in workshops and recruitment events.
- b. After one calendar year, alumni may continue to use all service with the exception of personal consultation with Career Development Services staff. Our office will offer workshops, webinars, and other programs specifically for alumni.

3. Employers

- a. Employers should adhere to the [Principles for Professional Practice for Employment Professionals](#) provided by the National Association of Colleges and Employers.
- b. Our office does not give preferential treatment to specific employers and treats all employers uniformly and consistently.
- c. Our office does not assist in publicizing business opportunities, or opportunities from any enterprise that involves upfront fees, investment of capital, or the purchase of inventory.
- d. Our office does not assist third-party recruiters with applicant paid fees.
- e. Third party recruiters will disclose to students the name(s) of the clients, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- f. Employers will be expected to pay for services provided by our office at the time of delivery. For unpaid invoices exceeding 60 days, our office reserves the right to remove employers from our web-based job posting system and restrict their attendance at recruitment events hosted by our office.
- g. All employers are required to adhere to the Florida Gulf Coast University policy on "[Postings and Solicitation on Campus.](#)" Our office reserves the right to refuse service to employers that do not adhere to this or any other [FGCU Policy](#) or [FGCU Regulation](#).

4. Vendors

- a. Our office will not refer students to products or services for which our students must pay to use.

5. Community Members

- a. Our services are available to currently enrolled FGCU students. We encourage community members to utilize the services available to them through the [CareerSource Southwest Florida](#) program.

6. Reciprocity

- a. We do not offer reciprocity to students or graduates from other colleges and universities who are not currently enrolled in classes at FGCU.

Rev. 04/2016