Alumni Agreement for Use of Career Services

All alumni who have completed an Undergraduate or Graduate degree or Certificate from an eligible program at East Carolina University (ECU) may continue to utilize Career Services as defined below. For further clarification about alumni access to specific services such as assessment inventories call 252.328.6050. College of Business Alumni please contact Lee Brown or Debbie Hathaway at 252.737.1236 for an appointment.

I understand:

1. **Proof of Alumni status** and graduation date must be provided in at least one of the following forms:
   - ECU One Card
   - Banner ID Number with picture ID
   - Unofficial copy of your academic transcript with picture ID
   - Copy of your diploma or certificate with picture ID

2. **Services for recent alumni (Graduation Date – 6 months) include access to:**
   - One-on-one appointments including face-to-face, telephone, email, and Skype appointments
   - Walk-in sessions during scheduled walk-in hours (Monday – Thursday 11am – 3pm) at main office location
   - ECU CareerNET or other Career Management System (*see Student and Alumni ECU CareerNET Disclaimer*)
   - Print and virtual (online) resources
   - Career Fairs and other publicized events. **Exceptions include:** HIRED Programs, classroom presentations, employer on campus interviews and information sessions with parameters set by employers.

3. **Services for alumni after 6 months include access to:**
   - ECU CareerNET or other Career Management System (*see Student and Alumni ECU CareerNET Disclaimer*)
   - Virtual (online) resources
   - Career Fairs and other publicized events. **Exceptions include:** HIRED Programs, classroom presentations, employer on campus interviews and information sessions with parameters set by employers.

4. Career Service’s operating hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. Career sessions during these hours are available in pre-scheduled one hour appointments by calling 252-328-6050. All scheduled appointments will take place at Career Services’ main office located at 701 E. 5th Street, Greenville, NC. (available for recent alumni only 6 months from graduation date).

**Exceptions will be at the discretion of Career Services.**

   a. Appointments made are expected to be honored. If the need to cancel the appointment arises, sufficient notice with ECU Career Services must be provided to allow counselors to schedule that time with other students or alumni. (**Sufficient time is defined by Career Services as 24 hours**).
   b. If I arrive late for my appointment but within 15 minutes of the scheduled appointment time, the appointment will be kept and conducted for the balance of the hour from the scheduled time. If I am more than 15 minutes late for my appointment time or do not call in advance to cancel, the appointment will **not** be kept and I will be encouraged to schedule another appointment.