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 the Career Center’s 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 Susanne Killian 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 – 18 months) includes 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 18 months include access to:**
   - 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.
   - One courtesy walk-in session during walk-in hours (Monday – Thursday 11:00 a.m. – 3:00 p.m.) at main office location. All subsequent services including email, phone, Skype, or in-person will be available by scheduled appointment only and will be subject to a nominal fee as indicated below.
   - One-on-one counseling appointments for a charge of $25 per scheduled counseling session. Payments can be in the form of CASH, CHECK, DEBIT, VISA/MASTERCARD. There will be a $25 fee for a returned check and future payments are required to be made in cash only. Payment is due when you arrive for your appointment. **There are no refunds for service fees or no shows.**

4. The Career Center’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 The Career Center’s main office located at 701 E. 5th Street, Greenville, NC.

**Exceptions will be at the discretion of The Career Center.**

a. Appointments made are expected to be honored. If the need to cancel the appointment arises, sufficient notice with the East Carolina Career Center must be provided to allow counselors to schedule that time with other students or alumni. **(Sufficient time is defined by the Career Center 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.

**No refunds are provided for individuals who do not attend their schedule session with the Career Center.**