

pertinent details relating to the issue to the Coordinator of Advising Services who serves as chairman of the Student Academic Petitions Committee. A full statement regarding "Protection Against Improper Academic Evaluation" may be obtained from the Office of Advising Services.

*Change of Major.* A student wishing to change his or her major must personally initiate the procedure in the Office of Advising Services, except graduate and international students.

*Transfer/Drop Out Advising.* A student planning on transferring or otherwise departing the university at the semester's end should check with Advising Services to ensure proper handling of academic records and receive other assistance, as appropriate, which may facilitate the process of leaving.

*Admissions Advising.* The Admissions Office provides counseling to assist students in making application, in understanding admission requirements, and in utilizing the services of the University during the admissions process. Problems concerning evaluation of previous academic records should be directed to the Director of Admissions and Records.

*Special Major.* A student wishing to create a special major initiates the process by obtaining an application form in the Office of Advising Services and discussing the program with a counselor. (See catalog section on Special Major for further details.)

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## CAREER PLANNING AND PLACEMENT SERVICES

The university maintains a centralized service which is closely integrated with the various schools, divisions, and departments of the university. Services include a career development center staffed by a career information specialist and professional assistance to students and graduates seeking part-time, temporary and summer positions, and career positions upon graduation.

Every effort is made to seek efficient utilization of manpower by assisting students and graduates in obtaining positions which will best use their education, training, experience, and abilities. The placement service not only serves the needs of the university and its students but is vitally concerned with and directs its service toward the needs of the community, business, industry, government, the public school system, and the state generally.

The specific functions of the office are: to assist students in their career development, to collect and make available to prospective employers personal data and letters of reference on registrants, to maintain a current record of employment opportunities, to recommend candidates for positions at the request of employers, to arrange interviews between candidates and employers, to provide guidance to candidates seeking positions, and to bring the needs of the employer to those who design and implement educational programs.

Each student and qualified alumnus is encouraged to participate in accordance with established policies. Participation by employers require that they be engaged in a legal operation, have bona fide employment opportunities, adhere to the standards of ethical conduct, and be in compliance with the guidelines for *Titles VII and IX of the Civil Rights Act*, *Federal Handicapped Regulations of the Rehabilitation Act of 1973*, and the *California Fair Employment Practices Act*.