

STUDENT AFFAIRS

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 staff member. (See catalog section on Special Major for further details.)

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.

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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* and the *California Fair Employment Practices Act*.

There is no charge to students or employers for this service. Alumni will be charged an annual fee for service rendered. Every effort is made to assist those who seek the service; however, placement cannot be guaranteed. The university reserves the right to recommend for placement only those applicants who are adequately qualified for positions they seek.

EDUCATIONAL PLACEMENT

Graduates are eligible for educational placement if they complete a degree and credential program at California State University, Fresno; if they complete a degree at CSUF and a credential program at another institution of higher