

## Policies and Procedures

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### Student Eligibility

Individuals who are formally enrolled in a degree-granting program at North Carolina A&T State University or who are A&T graduates are eligible to use the facilities, programs and services of the Office of Career Services (OCS).

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### Truth in Disclosure

Falsification of online Registration/Web Resume data will result in the loss of the privilege to use the Office of Career Services, including interviewing and registration privileges. It is the student's responsibility to review registration information for accuracy and completeness prior to submission to the Office of Career Services. Falsification of data is a serious offense and this policy will be enforced. (*Reference NCA&T Student Handbook/Student Conduct: Misconduct Prohibited by the University, No. 27.*)

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### No-Show Policy

The No-Show Policy will be enforced by the Office of Career Services. A signed Consent/Policy Card must be submitted to the Office as part of the registration process. **Please read this statement very carefully.**

**NO-SHOW POLICY:** Online cancellations and changes must be completed online by 12 midnight the working day prior to a scheduled interview. However, they can be made in the OCS using appropriate forms until 9:00 a.m. the working day prior to the interview. Cancellations cannot be made by phone, fax or email. **Failure to appear for an interview at a confirmed time will go on the student's record as a NO-SHOW.**

When a no-show occurs, a letter will be sent to the student with copies to the dean and chairperson of his/her department. The student's online access will be blocked and **all interviewing privileges will be suspended immediately for a minimum of one week.** Privileges may be reinstated ONLY after steps 1, 2 and 3 are completed.

1. Upon receipt of a notification letter, make an appointment with an OCS administrator, who will make the final decision on your continued use of the Office.
2. A letter of apology must be written to the recruiter and brought to the Office of Career Services with a stamped, addressed envelope at the time of your scheduled OCS appointment. A copy of the letter is to remain in the Office of Career Services.
3. If interviewing privileges are reinstated, you must reapply online for any interview(s) requested and confirmed
4. prior to the suspension.
5. If a second no-show occurs, interviewing privileges will be suspended for a time period ranging from two weeks to a
6. full semester.

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## **Interview Attire**

The Office of Career Services insists that interview candidates dress professionally and conservatively. Men are to wear suit and tie, and women business suit or dress—no casual or business casual.

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