



Guidelines on Eligibility for Services

225 LAWRENCE CENTER • 610-436-2501 • WWW.WCUPA.EDU/CDC • CDC@WCUPA.EDU

The West Chester University of Pennsylvania Twardowski Career Development Center (TCDC) provides career development services, resources, and programs to:

- All enrolled and continuing undergraduate and graduate students at West Chester University (students in degree and certificate programs, as well as those completing non-coursework);
- All graduates/alumni of West Chester University;
- Individuals from other colleges/universities who have requested reciprocal services and have met all associated conditions, as articulated in the WCU TCDC Guidelines on Reciprocity;
- Faculty, staff, and community members may access *certain* services, as described further below.

Services for students and alumni include but are not limited to:

- Individual career planning, via appointments and drop-in hours; appointments are available via telephone for those individuals outside of the West Chester area
- Career assessments: FOCUS2, Strong Interest Inventory, MBTI
- On-Campus Interviewing program (eligibility: matriculated, degree-seeking and certificate-seeking students and WCU graduates up to one year after graduation)
- Ram Career Network (RCN) access
 - PASSHE students and alumni may have career management system accounts via their home institutions but may not have a WCU Ram Career Network account
- MyWorldAbroad access and accounts
- Workshops, seminars, and other public presentations
- Resume writing assistance and other job search preparation skill building (typically via appointments, drop-ins, or email)
- Career fairs
- Career resource room with career and job-related book and periodicals, plus in-print vacancy listings for some full-time, internship, part-time and other jobs

West Chester University faculty and staff members who have individual, personal career planning needs should contact the WCU Human Resources Department; they may also consult with the TCDC for referrals to directories of other service providers and resources. Depending upon the nature of the need/request, faculty and staff members may schedule one courtesy appointment in the TCDC. All are welcome to use the career resource room in 225 Lawrence, including online resources that are not licensed for student/alumni use only.

Members of the greater West Chester community are welcome to attend public events sponsored by the TCDC as well as utilize the career resource room. TCDC staff members can provide a referral sheet of career development and employment services. Depending upon the nature of the individual need/request, community members may schedule one courtesy appointment within the TCDC. Community organizations may request a representative to speak at a meeting or program, but attendance is dependent upon staffing and campus needs.