

ADMINISTRATIVE DIVISION STAF Student Affairs and Academic Services		POLICY NUMBER STAF 8.11
POLICY TITLE Eligibility to Use Services of the Career Center		
SCOPE OF POLICY USC Columbia		DATE OF REVISION May 15, 2025
RESPONSIBLE OFFICER Vice President for Student Affairs and Academic Success		ADMINISTRATIVE OFFICE Office of Student Affairs and Academic Success

PURPOSE

The University of South Carolina (USC) Career Center aims to provide comprehensive career-related services and resources to students, alumni, faculty, staff, and potentially others through reciprocity agreements, facilitating their career development and job search processes. The policy also aims to provide employers and recruiters with access to USC students while adhering to ethical and legal standards.

DEFINITIONS AND ACRONYMS

POLICY STATEMENT

The University of South Carolina (USC) Career Center, which includes the Office of Pre-Professional & Graduate Student Advising and associated satellite locations, provides a wide variety of career-related services.

PROCEDURES

Eligibility to use the services and resources of the Career Center and its affiliate office is as follows:

A. Student, Alumni, and Client Services Eligibility

1. **USC Columbia Campus** - Admitted and enrolled students at the USC Columbia campus are eligible to use all Career Center services. Alumni and enrolled graduate and undergraduate students at the USC Columbia campus have access to an online career management platform and other technology tools. Transient students (i.e. students enrolled in exchange programs at USC) are not eligible. Students in the School of Law and students in the MD program are served by separate career services offices specific to their professions.
2. **Distance Education & Bridge Programs** - Admitted and enrolled students in USC Bridge Programs (i.e., USC Columbia campus based- Palmetto College Liberal Studies program, the USC Lancaster Palmetto Pathways program, and the Gamecock Gateway bridge program) are eligible to use all Career Center services.
3. **USC System Campuses** – USC system campus students are eligible to participate in USC Columbia in-person job fairs. Students from the USC system campuses do not have access to USC Columbia campus' online career management program.

4. **USC Columbia Alumni** - Graduates (degree/certificate recipients) of USC Columbia may continue to use all Career Center services for the period of one year after their graduation at no charge. Those who took courses but did not receive a degree/certification from USC are not considered alumni by the Career Center. After one year from their graduation date, graduates will be considered Alumni and some fees may apply:
 - a. Alumni may schedule career center coaching sessions with the Alumni Career Coach for a modest fee.
 - b. Assessment instruments (Strong Interest Inventory and Myers Bridge Type Indicator) are available for a fee.
 - c. An alumnus/a may request to create an account on the online career management platform, if they have not already established one as a student (graduates prior to May 2016)
 - d. Alumni must have an active account in the online management system to attend in-person Career Center job fairs or to participate in virtual job fairs.
5. **USC Faculty/Staff and their Spouses/Dependents:** USC Columbia faculty and staff, their spouses, and their college-age dependents may have access to a fee-based career coaching sessions and/or career assessments, contingent upon the Career Center's evaluation of available resources and staffing capacity. They will not be eligible for an account on the online career management platform or other Career Center services.
6. **Individuals who have graduated from a four-year college or university other than USC-Columbia (Reciprocity)** - Individuals who have graduated from a four-year college or university other than USC-Columbia may be approved to use specific services as granted by the Career Center's Associate Director for Career Development and Experiential Education through Reciprocity Agreements.
 - a. Reciprocal services without a fee include access to a career coaching session.
 - b. Reciprocal services with fees include career assessments.
 - c. Reciprocal services will not include access to an account on the online career management platform.

B. Employer and Recruiter Eligibility

The University of South Carolina Career Center seeks to provide employers and recruiters from graduate/professional school programs with equal access to student information within the features provided by the online career management platform. These services include

position postings, on-campus interviews, job fairs, in-person and virtual engagements, and partnership opportunities. All database information must be completed in English.

The Career Center adheres to the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice as the basis for our employer eligibility policy. Eligibility requirements for USC Career Center employer services are as follows:

1. Employer/Recruiter Access

- a. To access services and be included in the employer directory in the online career management system, organizations must meet the following requirements:
 - i. Organization must meet basic standards for vetting, which includes physical, non-residential address, email, and website with corporate domain, phone number, and registration with the Secretary of the State Office.
 - ii. Organizations have no past due fees on paying a career fair registration fee for a fair which they attended.
 - iii. Organization is not a Multi-Level Marketing Organization.
 - iv. Organization must post using an address within the United States.
- b. Additional requirements include:
 - i. All organizations/contacts utilizing Career Center services are expected to abide by all common legal and ethical practices of recruiting and employment.
 - ii. By registering for an account on the online career management platform, all organizations/contacts agree to follow the NACE Principles for Ethical Professional Practice and the Fair Labor Standards Act.
 - iii. The Career Center reserves the right to request an Employer Identification Number (EIN) if deemed necessary for verification and may decline or inactivate an organization's account if they are unable to provide it and/or the Career Center is unable to verify the employer with this number.
 - iv. The Career Center reserves the right to decline or inactivate an organization's account based on complaints made about the organization.
 - v. If an organization/contact is found to be non-compliant with the professional, ethical, or legal standards of recruiting and employment, they will be suspended from using Career Center services and from conducting any recruitment activities on campus.

- vi. Reinstatement of an organization/contact will be determined by the Career Center on a case-by-case basis.
- c. Position Postings
- i. Postings are not allowed at USC under the following circumstances:
 - Any organization who is denied access to the online career management platform's employer directory
 - Positions in adult entertainment and escort services
 - Positions with companies involved in the manufacturing, distribution, or possession of marijuana or the marijuana (cannabis) industry (including CBD=Cannabidiol)
 - Solicitations for paid donors (i.e. blood donors, organ donors, egg/sperm donors)
 - Payment to students who take course lecture notes/prepare study guides for USC academic courses, unless through authorized USC services/offices (i.e., note takers for Student Disability Resource Center, Student Success Center Supplemental Instruction, etc.)
 - Positions which involve on-campus solicitation, posting materials, and/or selling products or services (this includes "campus ambassador" and "campus representative" positions).
 - Internship positions outside of the United States, which are coordinated by Third Party Providers, except for those with Third Party Providers which have been pre-approved by the University of South Carolina Education Abroad Office.
- d. Job Posting Disclosures
- i. Employers must clearly disclose specific job requirements in their job descriptions within the online career management platform to ensure transparency for students.
 - If a position requires students to purchase or rent sales kits, presentation supplies, or make any upfront financial investment before employment begins, this must be explicitly stated in the job description.
 - Positions classified as "Commission-Only" or "Salary + Commission" must also include this information clearly in the job description.

- ii. Failure to provide these disclosures may result in the removal of the job posting from the platform.
- e. Third Party Recruiters
- Third-party recruiters are permitted to post positions and must disclose on the online career management platform posting(s) for whom they are recruiting. See additional guidelines for Third Party Recruitment on the Career Center website and click on Third Party Recruiter Eligibility.
- f. Inactivation of Services
- i. The Career Center reserves the right to inactivate an organization's account if the organization is found to be in non-compliance with any of the stated requirements, regardless of prior approval of the organization or their postings.
 - ii. Employer access to messaging students/alumni on the online career management system, on-campus interviews, in-person and virtual engagements, job fairs, sponsorship opportunities, and other employer services will be denied for any of the following reasons:
 - Any organization or contact who is denied access to the online career management platform's employer directory
 - Any organization who is ineligible to post positions
 - Any organization in violation of USC Campus Solicitation policy (STAF 3.17)
 - iii. To regain access, corrective action must be taken by the organization/contact.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

As Applicable

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1992	New policy approval
November 10, 2016	Policy organization, content, and accuracy reviewed in October 2016. Policy revised to reflect updated location, clarification of eligibility time limits, and redefined eligibility criteria for system campus students and select special populations. Procedures were added and STAF 8.15 Reciprocal Services for Students for Other Institutions has been merged into this policy.
May 15, 2025	Updated to standard template. STAF 8.17 merged into this policy, updates to procedures

