Services Policies

Career Education:
We are excited to partner with you on your career education journey. The Greene Center is available to support your exploration as well as internship, job and graduate school search strategies through personalized connections to people, resources and opportunities. The following guidelines will help you get a sense of how you can access our services along with expectations.

1:1 Appointments
These are pre-scheduled, personalized appointments with a member of our professional advising staff typically lasting 30 minutes. Appointments can be conducted in-person, via Zoom or over the phone and are limited to one per week. These appointments can be scheduled with any member of our advising staff or with a specific advisor connected to one of our seven Career Communities. You can schedule your appointment through Handshake.

Please note the following 1:1 appointment expectations: If you should need to cancel your appointment, please do so at least 24 hours in advance through Handshake or by emailing the advisor directly. No-showing for an appointment is both unprofessional and limits the availability of appointments for others. Three no-shows in one academic year will result in the temporary suspension of your ability to utilize Handshake until you have met with the Greene Center Director.

Collaboration Hours
Collaboration hours are offered Monday-Friday from 1pm-4pm in our design studio when classes are in session. You never need an appointment! Both our professional advisors and Peer Career Advisors (PCAs) facilitate peer-to-peer discussions to address your more immediate and quick career education questions and document reviews.
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Student Programs
Residential halls, fraternities, sororities, athletic teams, student organizations or simply a group of students can request a program from our nine topical areas. Visit our student program online form to submit a request. PCAs most commonly facilitate these peer-to-peer learning opportunities. We expect that requests are submitted at least 2 weeks prior to the program and a minimum of 10 students are in attendance.

On or Off Campus Employer and Alumni Mock Interviews and Interviews
Congratulations on your interview – our hope is that you are able to connect and interview with many potential employers and alumni! If you should need to cancel your interview, whether on campus or off campus, you MUST give a minimum of 24 hours advance notice. Failing to do so is unprofessional, limits other’s potential and is detrimental to the recruiting relationship.

Please note the following interview cancellation expectations: If you should need to cancel your interview, you must notify the employer/alumni at least 24 hours prior to the scheduled time. Upon notification by a potential employer/alumni that a no-show has occurred, the student will be immediately blocked from accessing Handshake. A Greene Center staff member will contact the student, notifying them of the block and the actions required to correct the situation, which would include an apology letter to the employer.

Who We Serve
The Greene Center serves all undergraduate and graduate students of the College of Arts, Sciences and Engineering as well as young alumni of the College 0-5 years after graduation. Students and alumni can schedule an appointment through Handshake.

Information on alumni career resources, including regional events, The Meliora Collective, webinars and private career coaches, are available through Alumni Relations.