Guidelines on Reciprocity / Reciprocal Services

The West Chester University of Pennsylvania Twardowski Career Development Center (TCDC) provides reciprocal use of the services listed below at no cost to:

- Matriculated, degree-seeking and certificate-seeking students from other PASSHE institutions;
- Graduates of the other 13 PASSHE (PA State System of Higher Education) institutions;
- Students and graduates of other colleges and universities.

Individuals from non-PASSHE institutions must meet the following conditions of reciprocity prior to scheduling an appointment:

- A letter of reciprocity must be submitted from the career services office at the degree candidate/graduate's college or university. Letters will be accepted via mail, e-mail, or fax.
- This letter must verify the requester's name and date of graduation or current student status.
- A statement offering reciprocal use of career services to West Chester University degree candidates/graduates is also requested in the letter. This statement should outline what services will and will not be available to WCU degree candidates/graduates.

Because of a standing agreement between all 14 offices, students and graduates of PASSHE institutions do not need a letter of reciprocity from their home career center.

Letters of reciprocity should be sent to:
Becky Ross, Director, Twardowski Career Development Center
West Chester University of Pennsylvania
705 S. New Street, 225 Lawrence Center, West Chester, PA 19383
Phone: (610) 436-2501   FAX: (610) 436-3160   E-mail: rross2@wcupa.edu

Reciprocal Services Available at West Chester University of Pennsylvania:

- Use of career resource room materials and computers for Internet access
- Access to in-print vacancy listings in the career resource room
- Attendance at some TCDC programs (some programs may be open to WCU students only)
- Drop-in individual assistance (15-minute career advising session during regular drop-in hours) or one 30-minute courtesy appointment
- Attendance at career fairs sponsored by the TCDC on campus
- PASSHE students and graduates will have Symplicity/NACELink accounts via their home institution only, not if they are a visiting student at WCU

Services Not Available via Reciprocity:

- Symplicity career management system (Ram Career Network) account creation at WCU
- On-Campus Interviewing program
- WCU or Department-restricted events, such as Meet the Firms Night
- FOCUS2, SII, or MBTI assessment and career planning appointments
- MyWorldAbroad account creation

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