
GRADUATE DEGREES OFFERED

*Through the **School of Graduate and Professional Studies**, Rockhurst University confers the following degrees:*

Doctor of Physical Therapy (D.P.T.)

Master of Education (M.Ed.)

Master of Occupational Therapy (M.O.T.)

Master of Science in Communication Sciences and Disorders (M.S.)

Certificate Programs

Bilingual Track for Communication Sciences and Disorders

Pre-Medical Post-Baccalaureate Certificate Program

*Through the **Helzberg School of Management**, Rockhurst University confers the following graduate degree:*

Master of Business Administration (M.B.A.)

Master of Business Administration (M.B.A.), Executive Fellows Program

GRADUATE STUDIES

Graduate education is characterized by advanced study in a selected discipline or interdisciplinary program. Hallmarks of a graduate education include integration of information related to both theory and practice, advanced analytical skills, disciplined inquiry and refined communication skills. Rockhurst University's graduate programs build on the institution's Catholic and Jesuit traditions, emphasizing excellence in values based education and developing leaders committed to service for others.

Rockhurst University offers both graduate degrees and certificate programs to enhance one's personal and professional development. The School of Graduate and Professional Studies has curricula leading to a Doctor of Physical Therapy, a Master of Education, a Master of Occupational Therapy, a Master of Science in Communication Sciences and Disorders. A Pre-Medical Post-Baccalaureate Certificate Program and Bilingual Track/Certificate in Communication Sciences and Disorders are also available. The Helzberg School of Management has both a Master of Business Administration and an Executive Fellows Program. Research College of Nursing offers a Master of Science in Nursing program in one of three tracks: Family Nurse Practitioner, Executive Nurse Practice, or Nurse Educator. Complete information regarding these programs can be found in the *Research College of Nursing Catalog*.

Students are responsible for maintaining a working understanding of the policies and regulations pertaining to graduate programs as well as those related to their specific area of study. In addition to the policies and regulations published in this Catalog, some programs have additional policies which are articulated in the program's *Student Handbook*. Please contact the program to which you are accepted to obtain this information.

GRADUATE ADMISSION

Requirements for Admission

An applicant to any graduate program at Rockhurst University must satisfy the *specific* requirements of the individual program before full admission will be considered. *The prospective student should refer to the sections of this Catalog which state the admission policies and procedures for the specific program of interest.* Rockhurst welcomes students from diverse backgrounds and strives to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person. Therefore, acceptance into a program will be made without regard to religion, race, gender, age, disability or national origin.

For specific Admission Requirements, see the particular program announcement.

1. Completion of a baccalaureate degree at an accredited institution OR for 3+2 program only (e.g. occupational therapy), the ability to complete a Rockhurst bachelor's degree concurrent with enrollment in the first year of graduate studies.
2. The University requires a minimum cumulative undergraduate GPA of 2.5 on a 4.0 grading scale, however, individual programs may require a higher GPA. See individual program announcements for specific GPA requirements.
3. Completion of all required application materials.
4. Official transcripts from each college and/or university attended.
5. TOEFL scores of at least 550 (paper-based test) or 207 (computer-based test) must be submitted by international students whose first language is not English.

International Students: Qualified international students (holding F-1 visas or other appropriate visa) are encouraged to apply for admission to Rockhurst University graduate programs. In addition to submitting regular application materials, international students must submit the following:

1. English translations of official transcripts from all high schools and institutions of higher learning. These official transcripts must be evaluated by an agency acceptable to Rockhurst which specializes in the evaluation of academic institutions outside the United States. An official report must be submitted to the Graduate Admission Office from this agency.
2. TOEFL Scores. Proficiency in both written and spoken English is a requirement for students participating in Rockhurst University graduate programs. Those students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL) before being considered for admission. A minimum TOEFL score of 550 on the paper-based test or a score of 207 on the computer-based test is required for admission into a graduate program. This requirement is waived upon demonstration of English language proficiency by successful completion of a U.S. undergraduate degree. Students should submit TOEFL scores to the Graduate Admission Office at Rockhurst University as part of their application for a program.
3. An affidavit of financial support must be submitted with the application.
4. An I-20 form must be issued to the student by the Rockhurst University International Student Advisor.
5. Health and accident insurance must be purchased through a University-approved arrangement at the time of registration.

International students are encouraged to submit applications and documentation prior to regular application dates due to the additional time that may be required to review foreign credentials and to prepare visa documentation.

GRADUATE TUITION AND FEES

The payment of tuition and fees constitutes and completes registration. Selection of classes is pre-registration. Failure to complete registration will result in a cancellation of classes and will require a reselection of classes through the Dean's office and payment in the Business Office before attending class. Students who do not satisfy their financial obligations before the first day of class may not attend class. Students who do attend class and have not satisfied their financial obligations will be removed from class.

The University currently offers students several tuition and fee payment plans. Under the first plan, tuition, fees, and (if applicable) room and board are due in full at registration. Students must pay the appropriate amount in order to be enrolled and attend class. Under the alternative plans, the University allows students to pay tuition, fees, and (if applicable) room and board costs over an installment period depending on the plan selected. In order to qualify for any plan the student must have no history of account delinquency. Students who qualify for an alternative plan may register by having met the terms of their plan. Budgets for the alternative plans are computed using total costs less any financial aid, scholarships, or grants.

No alternative payment plan is available for summer school. Tuition, fees, room and board are due in full at registration.

Students whose accounts show unpaid balances from prior semesters will not be permitted to register for current or future semesters until all unpaid balances are cleared, including applicable penalty charges.

Students attending the University under an employer-reimbursement plan must pay all costs at registration or, if the student is eligible, under the Deferred Payment Plan. The reimbursement of the student is the responsibility of the employer.

Transcripts of academic records will not be issued by the Registrar's Office for any student or former student whose student account is delinquent or for any student or former student whose NDSL/Perkins Loan repayments are delinquent. Delinquent balances must be paid in full or repayment plans brought current prior to the issuance of academic transcripts. *Collection costs and fees for unpaid balances forwarded to outside collection agencies will be born by the student.*

Refunds and Reduction in Charges

If a student withdraws or is dismissed from the University during the first week of a semester, the student will receive in refund the total amount of tuition and fees paid, less a withdrawal fee. Resident students will receive a pro rata refund of the total amount of room and board paid if they withdraw or are dismissed during the first week of scheduled instruction. Students withdrawing or being dismissed after the end of the first week of scheduled instruction are eligible for refunds and/or reduction in charges in accordance with the schedule published for that semester on-line at the Rockhurst University website www.rockhurst.edu. Students should note that, depending on the amount of money paid to the University at registration, withdrawal or dismissal may or may not result in an actual refund of money to the student. Circumstances may occur in which the student still owes money to the University even after appropriate reduction in tuition, fees and/or room charges.

Beginning with the second scheduled week of instruction, resident students who withdraw or are dismissed will receive a pro rata reduction in room charges for each full week of service not received as a result of withdrawal or dismissal. Students who withdraw or are dismissed after the twelfth scheduled week of instruction are not eligible for a reduction.

Health Insurance

A health insurance plan designed for the students of Rockhurst University is available to all students. Benefits under this plan are described in detail in a brochure available in the Office of Student Development. The plan is mandatory for all international students. All full-time undergraduate students must participate unless they provide proof of current health insurance. The Rockhurst plan protects students 24 hours a day, whether on or off campus, or at home during summer or interim vacation periods.

Tuition and Fees for Graduate Programs 2004-2005

The University reserves the right to change tuition and fees at any time.

Tuition

D.P.T., M.B.A., M.O.T., M.S., per credit hour	\$490
M.Ed., per credit hour	\$300
Alumni Discount Program (limit one graduate course per semester) per credit hour	\$245
Internet courses per credit hour	\$575
Summer courses (effective Summer 2004)	
D.P.T., M.B.A., M.O.T., M.S.	\$465
M.Ed.	\$280

Course and Program Fees

Anatomy fee (PT 6102) per semester	\$150
CSD/OT/PT science laboratory fees per course	\$15-\$100
Education Professional Semester Fee	\$100

Special Fees

Application fee for School of Graduate and Professional Studies Graduate Programs	\$25
Deferred Payment Plan fee fall/spring only per semester	\$75
Media Technology fee, per semester	\$25
Late filing of degree candidacy application	\$50
Late registration fee	\$100
Late semester examination (each exam)	\$20
Liability insurance, per year (mandatory for D.P.T., M.O.T., M.S. students)	\$50
Matriculation fee for first-time enrolling students (non-refundable)	\$50
Replacement of student I.D.	\$25
Returned check fee	\$25
Student medical insurance (optional, per semester)	\$263
(Required for international students, per semester)	\$263
Transcript fee (same-day, in-person service)	\$5
Withdrawal Fee	\$35

For special program fees, consult the particular program announcement.

2004-2005 Payment Policy

Tuition, fees, board and room, where applicable, are payable by the tuition payment deadline as listed on-line at the Rockhurst University website www.rockhurst.edu. No one will be permitted to register for any subsequent session if there is an unpaid balance.

The payment of tuition and fees, or agreement to a tuition and fee payment plan, constitutes and completes registration. Selection of classes is pre-registration. Failure to complete registration will result in a cancellation of classes and will require a reselection of classes through the Dean's office and payment in the Business Office before attending class. Students who do not satisfy their financial obligations before the first day of class may not attend class. Students who do attend class and have not satisfied their financial obligations will be removed from class.

The University maintains the following options for payment:

Regular Plan: Full payment any time prior to, but no later than, the time of registration.

Alternative Payment Plans: Students who are unable to pay in full may choose our Interest-Free Monthly Payment Option offered in partnership with Tuition Management Systems, Inc. (TMS). This allows paying full year costs in 10 payments beginning in June prior to the August term. There is an annual fee of \$70 for the plan, which includes life insurance for the plan payer for the unpaid portion of the budget. For more information or to enroll, visit the TMS website, www.afford.com or call 1-800-722-4867, or contact the Rockhurst University Business Office or Financial Aid Office.

The University also offers a Deferred Payment plan for eligible students in which one-third of the semester's costs are due at registration, with the remaining balance due in two equal payments in October and November (Fall), and March and April (Spring). This plan is not available for the summer sessions. There is a \$75 fee for this plan for **each semester**.

The University suggests using an ACH (Automatic Clearing House) notification for payments on the University Deferred Payment Plan. Please contact the Business Office for assistance with this process.

The total amount of tuition and fees due under the above payment plans is reduced by the amount of approved scholarships, grants and loans which the student has obtained through the Rockhurst Office of Admission and Financial Aid.

Monthly charges of 1-1/2 percent will be added to delinquent accounts. Overdue accounts will be sent to an agency for collection. The University will not refund credit balances created by a Missouri Grant award until the actual funds are received from the State. Students using a payment plan will be required to sign a statement of financial responsibility.

Non-Credit Course Option

Rockhurst University offers a non-credit enrollment option that allows individuals over the age of 18 to participate in selected undergraduate or graduate course offerings on a non-credit basis at a tuition rate of \$125 per semester hour. Students participating in this program should contact the School of Graduate and Professional Studies in Van Ackeren Hall, Room 300, or call (816) 501- 4767 to register.

Individuals selecting the non-credit option will be required to file a form in the understanding that the course is not for credit, that no academic record will be maintained in regards to their participation, and that they will be allowed to participate on a space-available basis. (Therefore, final confirmation of one's ability to participate may not occur until the start of classes.) Furthermore, please note that it is not possible to change from a non-credit to a credit status after registration. Since the University will not maintain an

academic record for non-credit students, withdrawals need no formal processing. Out of courtesy, however, students should notify the instructor and the School of Graduate and Professional Studies of his or her intent to withdraw. Non-credit students will receive a full refund if they contact the School of Graduate and Professional Studies indicating their desire to withdraw from a course by the full refund date as published on-line at the Rockhurst University web site *www.rockhurst.edu*, but will receive no refund thereafter.

The School of Graduate and Professional Studies will complete the registration and billing process. Students participating in the non-credit option for undergraduate courses are not subject to any of the University's regular admission criteria, nor do they need to process any paperwork in the Office of Admission. Individuals opting to take a graduate course as a non-credit option may have to present documentation that they have completed appropriate prerequisite work. The appropriate corresponding Dean's Office will be responsible for assessing materials related to graduate courses.

The University reserves the right to restrict courses offered as a non-credit option. Requirements for class participation are the prerogative of the individual faculty member.

Alumni Discount Program

In an effort to give more opportunities for Rockhurst graduates to reassociate themselves with the University, and to encourage continuing education opportunities, Rockhurst offers a discount program for alumni.

Participating students must have earned a degree from Rockhurst University. Students holding a Rockhurst baccalaureate degree may take only undergraduate classes through the alumni discount program. Persons holding Rockhurst graduate degrees are eligible to take graduate courses or undergraduate courses through the alumni discount program.

Students participating in the alumni discount program will be subject to the same academic requirements (e.g., prerequisites, admission qualification, etc.) as regular students. Students should complete an application for readmission through the Office of Admission. The student must meet the regular readmission standards of the University.

Enrollment through the alumni discount program will be on a space available basis only, and students are limited to *one* course per semester and a total of *one* course in the summer. The University reserves the right to exempt certain courses or programs from this discounted registration policy (e.g., nursing, physical therapy, independent studies, etc.). The registration for students participating in the alumni program will be held after regular students have completed registration. Although students are encouraged to seek information and readmission early, students may not register or pre-register for classes under this program prior to the first day of classes. Registration or pre-registration in a class prior to this time will invalidate the discount program.

The tuition for the alumni discount program is to be one-half of the regular tuition for the particular course plus any special fee (e.g., lab fees). The tuition for the discounted course must be paid in full at the time of registration for the course in order for the discount to apply. Tuition for a discounted course will not be applied to any other payment plan.

Refund Policy

No refunds, either for withdrawal from single classes or for entire withdrawal from the University, are made unless the student has withdrawn properly in writing through the appropriate Dean's office. Notification of the individual instructor does not constitute an official withdrawal. Until the Business Office is informed by an official withdrawal notice, the student is billed as though he/she were still attending classes. A \$35 fee will be assessed for complete withdrawals.

To begin the withdrawal process, the student must notify Rockhurst University as noted in the Withdrawing from Courses section of the catalog.

The return of federal funds formula provides for a return of Title IV aid if the student received federal financial assistance in the form of a Federal Loan and withdrew on or before completing 60% of the semester/term. Funds are returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Other Title IV Funds
5. Other federal, state, private, or institutional sources of aid
6. The student

*If funds were released to a student because of a credit balance on the student's account, **then the student may be required to repay some of the federal grants or loans released to the student.***

Students receiving federal financial aid who withdraw from anything less than 100 percent of their courses will have tuition refunded using the schedule below. All other students not receiving federal financial aid who withdraw from one or all of their courses (both officially and administratively), will also have tuition refunded according to the schedule below.

Refunds for First-time Rockhurst Students

First-time students to Rockhurst University, either freshmen or transfers, processing a complete withdrawal from the University will follow Federal pro-rata refund procedures which provide for adjustments up through the first 60 percent of the term as calculated by weeks. After the 60 percent period there will be no reduction of the original charges and they are due and payable in full. The calculation is made using weeks remaining divided by the total number of weeks in the term and rounding the result downward to the nearest whole 10 percent. A comparison will be done with the refund a student would receive from the policy for continuing students. The policy that is most advantageous to the student will be used.

Refunds for All Other Students

Students will receive the following refund if proper written withdrawal is made before the following weeks:

	% Refund of total charges (tuition, charges, room)
The end of the first week of classes <i>(Total charges less withdrawal fee)</i>	100% - \$35
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2nd week	75%
3rd week	50%
4th week	25%
5th week and thereafter balance due is payable in full.	0%

Students with financial assistance awards who withdraw from Rockhurst University will have financial assistance refunded in compliance with federal regulations as stated in the Federal Register. Rockhurst University distributes funds back to federal programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Other Title IV funds
5. Other federal, state, private, or institutional sources of aid

Institutional awards are redistributed after the federal programs.

The University's refund policies may change from time to time to comply with applicable law. Change in the University's refund policy will be posted on the Rockhurst University website, www.rockhurst.edu. Questions of payment or refund policy involving unusual circumstances should be addressed to the Vice President for Business and Finance.

GRADUATE FINANCIAL AID PROGRAMS & POLICIES

While the primary responsibility for financing a college education rests with the student, Rockhurst University has designed a financial assistance program for students who would be unable to attend without such aid. Financial aid programs and policies are established by the President of the University upon recommendation from the Admissions and Financial Aid Committee. The Director of Financial Aid is responsible for coordination of the total financial aid programs.

Financial assistance is awarded to supplement the student's contribution when the student's funds are not sufficient to cover educational costs. The University attempts to meet a student's established financial need through a combination of self-help (loans and employment).

Determination of Need-Based Financial Aid Eligibility

Rockhurst University utilizes the need analysis information from the Free Application for Federal Student Aid (FAFSA) to establish financial need. All students applying for financial aid based on need must complete the FAFSA need analysis form each year and designate Rockhurst University to receive the processed application. Need is determined by subtracting the family contribution as calculated on the FAFSA from the cost of education. The cost of education includes tuition, and allowances for books, room and board, transportation, personal expenses and loan fees. The student's need for assistance can be met with loans and employment, either singly or in combination.

Application Process

Students who wish to be considered for financial assistance at Rockhurst should:

1. apply for admission to the University
2. complete the Free Application for Federal Student Aid (FAFSA); list the Rockhurst University Title IV code: 002499;
3. be degree seeking or certificate seeking

Priority awarding consideration is given to all aid applications completed no later than March 1 of the year prior to fall enrollment. Students may apply for financial assistance anytime during the academic year.

Programs must be reapplied for each year. Generally, new aid applications become available in December to apply for aid funds for enrollment during the following academic year. Federal aid applications may not be filed until after January 1.

Coordination of Financial Aid

Any financial aid awarded is subject to review in light of assistance received from outside organizations or agencies. Funds received from outside sources that exceed the limits of gift and need based aid will be coordinated to first reduce the loans and/or work funds and then University/grant scholarships. Each award will be evaluated and adjustments made within University and program guidelines.

Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility

Financial aid from any sources is provided for only one academic year at a time. Financial aid can be renewed each year provided the student remains in good academic standing and files a FAFSA.

A degree-seeking student at Rockhurst University is considered to be making satisfactory academic progress for a degree if successfully meeting two basic academic standards. First, a graduate student must complete a reasonable number of credit hours toward a degree each academic year. Rockhurst University defines “a reasonable number” as 80% of all attempted hours. Second, a student must maintain academic standing, derived from grades, that allows for continued enrollment at Rockhurst under current academic guidelines.

Each student’s progress will be reviewed at the end of each academic year to determine satisfactory academic progress. Requirements for the second component of satisfactory academic progress for graduate students are established by the appropriate school or college division. Students should also refer to the Graduate Academic Policies section of this catalog, specifically policies regarding time limits for completion of a doctoral or master’s degree, quality point requirements, and program progression policies.

Students not meeting the standard for a particular term will be placed on financial aid warning, will receive a one-semester financial aid award, and will be notified in writing by the Director of Financial Aid. Students on financial aid warning who fail to meet the standard by the end of the next semester will be placed on financial aid suspension until all academic progress requirements are met. No institutional, state, or federal financial assistance eligibility can be certified until academic deficiencies are satisfied. Students have a one-semester grace period to make up academic deficiencies.

A student whose federal or college aid is terminated due to failure to comply with this policy may appeal the aid termination to the Admissions and Financial Aid Committee. Appeals must be submitted in writing to the Director of Financial Aid explaining any mitigating circumstances that caused the student’s academic progress to be less than the requirements, supported with documentation. The Admissions and Financial Aid Committee will inform the student of their decision concerning the appeal within 30 working days after receipt of the appeal. Decisions of the Financial Aid Office are final.

Once financial aid eligibility has been terminated due to lack of satisfactory academic progress, the student must make up all deficiencies in cumulative grades and/or credit hours earned for his or her academic level before financial aid eligibility will be reinstated.

Payment of Awards

In most cases, one-half of the aid award is applied to the student's account for each semester. The billing statement from the University's Business Office will reflect the student's charges and financial aid. Earnings from campus employment are not credited toward that balance due, but are paid to the student as earned on a monthly basis.

Withdrawals and Refund

Students who withdraw prior to completion of a semester are subject to the University's policy concerning withdrawals and refunds. See Refund Policy in the Tuition and Fees section of this catalog. To secure a refund, students must complete the withdrawal process prescribed by the University. For students receiving financial aid, the refund will first be repaid to the Title IV programs, state grants and institutional funds in accordance with existing federal regulations and institutional policy in effect on the date of withdrawal, with respect to the various types of aid. If any additional refund is appropriate, the funds will be repaid to the student. It is possible that students who withdraw will still have an outstanding balance due to the University that must be paid.

Renewal and Adjustment of Aid

Financial aid is not automatically renewed each year. In addition to specific requirements of the federal financial aid programs, students must apply each year by submitting the Free Application for Federal Student Aid (FAFSA) or by notifying the Financial Aid Department that they do not intend to file the FAFSA. The aid processor mails Renewal FAFSA information to all prior year applicants each year, or a blank FAFSA for the coming academic year can be obtained from the Financial Aid Office. The FAFSA should be filed as soon as possible after January 1, preferably when completed tax information for the preceding calendar year is available. You may also apply online at www.fafsa.gov.

Priority awarding consideration is given to all aid applications completed no later than March 1 of the year prior to fall enrollment. Students may apply for financial assistance anytime during the academic year. A completed financial aid file consists of a valid FAFSA need analysis and all required verification documentation. In addition, the student must also be registered for classes.

Each student must be able to document the information submitted on the need analysis (FAFSA) with income tax forms and /or other data required by the University or federal government prior to the receipt of Federal Title IV financial aid (Federal Perkins Loan or FFELP Stafford Loan). Documentation requested must be provided to the Financial Aid Office prior to the end of the semester for which it is requested; any additional deadlines established by the U.S. Department of Education shall also apply. Failure to complete verification will result in the withdrawal of all need based aid funds. Students whose application information must be corrected will be notified by the Financial Aid Office as to the corrections required.

Award adjustments may occur at any time during the year and result from such reasons as: adjustments to the financial need calculations due to a change in the student's financial condition, errors by the student or University, additional funds available for award or reduction in funds from outside sources.

The Financial Aid Office will review a student's expected family contribution if the student experiences a significant change in their financial circumstances. An increase in need will not necessarily result in an increase in the financial aid award. Such adjustments depend upon funds available at the time the request for review is made. Therefore, notification of change in financial circumstances should be made as soon as they occur.

Right to Appeal

All students have the right to appeal or reject any aid awarded by the University and to appeal any award decisions to the Admissions and Financial Aid Committee. Appeal of the financial aid award must be submitted in writing to the Director of Financial Aid. The Admissions and Financial Aid Committee will inform the student of their decision concerning the appeal within a reasonable time following its receipt. Send appeals to:

**Director of Financial Aid
Financial Aid Office
Rockhurst University
1100 Rockhurst Road
Kansas City, MO 64110-2561**

Federal Aid Programs

Rockhurst graduate students who qualify may receive the following sources of federal financial aid:

Federal Perkins Loan

These low interest loans are available to graduate students who demonstrate need. Funding is limited. Preference is given to full-time students.

FFELP Stafford Loan (Subsidized and/or Unsubsidized)

These low interest loans are available to graduate students. Students may qualify for either a subsidized Stafford Loan (interest does not accrue until after graduation) or an unsubsidized Stafford Loan (interest begins accruing immediately). The federal government, for both subsidized and unsubsidized loans, retains an origination fee, deducted proportionately from each disbursement. Interest rates on these loans are variable based on the 91-day Treasury Bill, but not higher than 8.25%. Interest rates are set July 1st for the upcoming school year. Loan amounts vary dependent upon the level of demonstrated financial need and previous loan history. Graduate students have a maximum eligibility of \$18,500.

Graduate Assistantships

Some graduate programs offer graduate assistantships to students enrolled in their programs. These assistantships allow graduate students to work in a variety of capacities. Please contact the program to which you are applying or to which you have been accepted to see if assistantships are available.

Employment Opportunities

The Office of Career Services is available to students and alumni in defining their talents and interests, identifying career goals, and exploring career opportunities. Professional staff is available to meet individually with students to refine the tools used during the application process and discuss career search strategies.

To help make employer connections, Career Services utilizes the latest in technology when interacting with top local, regional, and national employers. A web-based office management system allows students and alumni to electronically post a resume, view current vacancies, and schedule campus interviews. Also, various career development resources, employer profiles, and occupational information are available for review.