



Participant Rights & Responsibilities Contract

As a Participant of the Career Links Program, I have the right to:

- Meet with my Career Links advisor to identify strategies and/or obstacles to my academic success.
- Meet with other Career Links members to receive support.(Get Linked)
- Be informed about important dates and deadlines in the academic semester.
- Apply for financial assistance through Career Links once other financial aid sources are maximized.
- Attend support workshops designed to address personal and academic challenges.
- Receive career or personal counseling, or assistance with career exploration, résumé writing, job search, or other career issues.
- Receive information about community resources.

As a Participant of the Career Links Program, it is my responsibility to:

- Be school-ready. (See School-Ready form).
- Meet with my Career Links advisor as needed.
- Work to develop an Individualized Development Plan that addresses my individual, academic, career, family, and life issues.
- Meet with my Academic Advisor prior to registration for classes.
- Attend at least one support workshop or utilize on-campus resources during each semester.
- I will read all correspondence from Career Links such as newsletters and emails for information, workshops and program updates.
- I will maximize my financial aid sources prior to requesting financial assistance from Career Links.
- Return books borrowed from Career Links and/or donate books that were provided to me through financial assistance from Career Links.
- Research community resources that can help you address obstacles.
- I will inform the Career Links office of changes in my status such as change in employment status, change in class schedule, change of address, change of marital status.

I have read & understand both my rights and responsibilities:

Signature _____ Date _____