

Wharton County Junior College Mission Statement

Wharton County Junior College is a public, two-year, comprehensive community college offering a wide range of post-secondary educational programs and services including associate degrees, certificates, continuing-education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and co-curricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation, and excellence in human endeavor. It prepares students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate granting institutions.

Contact information: Phone: 979-532-6388

Email: advising@wcjc.edu

Web: <https://www.wcjc.edu/About-Us/administration/offices/student-services/Academic-Advising.aspx>

WCJC Handshake™ Policy

All employers recruiting Wharton County Junior College students must agree to the WCJC Employer Policies & Procedures, abide by the standards reviewed in the [NACE Principles for Professional Practice](#), and create an account in Handshake™. Employers must post their positions through the WCJC Handshake™ system; WCJC Career and Transfer Center may post positions on behalf of employers.

If you have hired a WCJC student and/or graduate, please provide this information to WCJC Career and Transfer Center.

EEO Policy

Wharton County Junior College is committed to a policy of equal employment opportunity and non-discrimination. Employers utilizing our services are expected to adhere to federal and state legislation regulating affirmative action and equal employment practices in the State of Texas. Detailed information about these topics is available from the Texas Workforce Commission web site: <http://www.twc.state.tx.us/customers/jsemp/jsempsub7.html>.

Ethical Standards

Wharton County Junior College operates under the *Principles for Professional Conduct*, ethical standards set forth by the National Association for Colleges & Employers (NACE). You will find a complete statement of these standards for employers, students and career services offices at: <http://www.nacweb.org/principles/principi.html>.

Release of Student Information and FERPA Policy

WCJC Career and Transfer Center uses an online customized and password-protected job posting database for participating employers, students and alumni. The Family Educational Rights & Privacy Act (FERPA) requires that consent is obtained from students and alumni before releasing profile and resume information. Employers may use this information only to fill employment vacancies within their own organization. Any information acquired from profiles and/or resumes may not be re-disclosed to any other employer or third party, and may not be disclosed to other individuals. Further details are available from the U. S. Department of Education Web site: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Internship Policy

Wharton County Junior College and Career and Transfer Center adhere to the Department of Labor standards and NACE recommendations for unpaid internships. Employers posting internships on WCJC Handshake must abide by DOL standards stated

in Fact Sheet 71: "Internship Programs under the Fair Labor Standards Act", which can be found at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>. The statement on unpaid internships published by NACE can be found at http://www.naceweb.org/connections/advocacy/internship_position_paper/?referral=knowledgecenter&menuid=109.

Commission-Only, Multi-Level (Pyramid) Employers, Upfront Product Purchase Employers, and Third Party Recruiter Policy

Our full range of services is primarily open to employers who recruit candidates for salaried or hourly -compensated positions on their own payrolls. Employers offering commission-only positions must clearly identify this if listing positions with us or before engaging in the recruiting process, including on-campus interviews and job fairs. Multi-level and Upfront Product Purchase Required Employers are not permitted to recruit on campus or post jobs. Third party organizations are permitted to post positions with us, but they must disclose the employer with whom they have contracted and verify that no fees will be charged to applicants. We reserve the right to edit or refuse publication of vacancy descriptions submitted to our office.

[NACE Definition of Third-Party Recruiters](#)

Event Registration Cancellation, "No Show", and Refund Policy

WCJC Career and Transfer Center staff recognizes that sometimes circumstances prevent employers from attending an event for which they have registered and/or paid. Employers may request a refund of fees paid, if done so prior to the deadline advertised on the event registration form. All notices of cancellation and refund requests must be made in writing via email or on company letterhead. Please understand that the Business Office cuts refund checks, not Career and Transfer Center, so this process, though expedited as quickly as possible, will not be immediate.

No refunds will be given for employer "no-shows" to Career and Transfer Center events. Fees paid are forfeited for those who are "no-shows".

Information Table Policy

Only direct hiring organizations seeking candidates for internships, full-time (degreed) positions, and part-time positions may host an information table. Employers wishing to schedule an information table can contact Career and Transfer Center through advising@wcjc.edu to reserve a date.