**Career Links Page Policy**

In order to post a link to our Career Links page, we require that the website:

* Is free for students to use and register for.

In addition, we will only post one link per website. If you have multiple subpages, please provide us the link to your main page or menu page, or choose the subpage that you feel will most benefit the students at Western Carolina University.

Please email the following information to our Administrative Support Specialist, Joel Schoening (jlschoening@wcu.edu), in order to submit your website for posting on our Career Links page.

* Name of company/website
* Website URL
* What services does your website provide?
* Does your website charge any fees?
* Does your website require the creation of an account in order to view content?
	+ If so, can you create a test account so that we can view the website’s content?
* Why do you feel that your website would be of benefit to WCU’s students?

We reserve the right to refuse addition to (or to facilitate removal of) our Career Links page for factors such as the following:

* Misrepresentation by dishonesty or lack of information
* Fraud
* Complaints by students
* Harassment of WCU students, alumni, or staff
* Breach of confidentiality
* Requiring, at the time of application, personal information such as bank and social security numbers
* Positions not likely of interest to our students or alumni
* Excessive outlay of personal funding required to obtain the position
* Any violation of WCU rules and regulations, and local, state, or federal laws