

**SPRING 2007 OFFICE OF CAREER SERVICES  
STUDENT ACKNOWLEDGEMENT FORM/CANCELLATION POLICY**

- The Student Acknowledgement Form/Cancellation Policy must be filled out each academic semester and filed with the Office of Career Services prior to utilizing its services and resources.
- I have read and understand the “Office of Career Services Policies and Procedures” located at <http://intranet.lls.edu/careerservices/students/policiesandforms/index.html>

I understand the above and agree to abide by these and other policies and procedures, including those governing the on-campus interview program, of the Office of Career Services. I also understand that sanctions under the Disciplinary Code may be applied in the event of any non-compliance.

Name \_\_\_\_\_ SID# \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street Apt. No. City State, Zip

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Cell/Business

Graduation Date \_\_\_\_\_ E-mail \_\_\_\_\_  
Spring/Fall Year

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERVIEW CANCELLATION POLICY:**  
Cancellation of interviews must be made at least 48 business hours prior to the interview date and should be made only in case of emergency. Cancellations require a written explanation and will be handled on a case-by-case basis. Failure to give such notice may result in a student being denied access to further on-campus interviews.

**I have read and agree to abide by the Interview Cancellation Policy (listed above).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE OFFICE OF CAREER SERVICES**

\_\_\_\_\_ I am a first time OCI participant. My resume has been approved. The bid summary sheet is attached.  
**Due Jan. 12<sup>th</sup>, 2006 at 4:00 pm.**

\_\_\_\_\_ I have made changes from my Fall 2006 resume and have received approval. The bid summary sheet is attached.  
**Due Jan. 12<sup>th</sup>, 2006 at 4:00 pm.**

\_\_\_\_\_ I received resume approval Fall 2006 and will not make any changes to my resume.  
**This form is due Jan. 10<sup>th</sup> at 6 pm. The bid summary sheet is due Jan. 12<sup>th</sup>, 2006 at 4pm.**