

SANTA CLARA UNIVERSITY SCHOOL LAW RECIPROCITY POLICY

The Law Career Services Office at Santa Clara University School of Law is happy to share its resources in the spirit of open access with students and graduates from ABA-accredited law schools with the following safeguards:

1. Our policy is one of open reciprocity; however, we reserve the right to adjust stated policy.
2. Remote reciprocity is available from SCU Law Career Services. Remote reciprocity allows the student/graduate limited access to SCU Law Jobs, the SCU Law Career Services career management data system (Symplicity), for a fee of \$25.00 per three (3) months of access.

Remote access allows the student/graduate to obtain a temporary username and password, upload resume documents, apply to jobs through the data base management system and to explore the SCU Law Career Services extensive employer profile bank.

3. Requests will be considered for current students and graduates, and must be made by their Law Career Services Office. Requests are required to be in writing via e-mail or regular mail (**e-mail preferred**) to:

Law Career Services
Santa Clara University School of Law
500 El Camino Real
Santa Clara, CA 95053-0444
Attn: LCS Program Coordinator, Loyola Hall
lcs@scu.edu

4. In order to receive remote access privileges, the student/graduate needs to contact the LCS Program Coordinator (**after** they receive word from Law Career Services that their request has been granted) via e-mail at LCS@scu.edu and provide their name, phone number, address, e-mail address and month and year if graduated, or current class year if they are a current student.
5. SCU Law Career Services offers reciprocity for the duration of three (3) months starting from the date that the \$25 check or money order is received. The SCU Law Career Services Office **MUST** receive a check or money order for \$25.00 **BEFORE** any remote access account can be activated. The remote access account will be activated **AFTER** payment has been received. Please make payment out to the address above.
6. Students/graduates will receive an e-mail notification upon receipt of payment and will be issued an SCU Law Jobs username and password at that time via e-mail.
7. All students/graduates granted reciprocity that want to visit the SCU Law Career Services Office, must call **two** business days in advance to check for reciprocity visit availability.
8. When visiting the SCU Law Career Services Office, the student/graduate will need to check in at the LCS front desk and obtain a parking pass. Reciprocity students/graduates may utilize the LCS workstation area that includes several computers, a fax machine, scanner and printers. Reciprocity guests may also browse the SCU Law Career Services Office Resource Library, but may not sign out any books or reference publications. Free resource handouts

are available. Although the LCS staff will make every attempt to provide courteous and thorough service to reciprocity guests, those services DO NOT include advising appointments or utilizing drop-in hours for LCS career counselors. Reciprocity guests will not be allowed access to any Fall or Spring recruitment information or be able to participate in any SCU Law recruitment events, activities, interviews or resume collects associated with Fall or Spring recruitment programs.

9. Reciprocity on-site office visit requests will NOT be provided or granted during the Fall recruiting period beginning **August 15 through October 5**. Remote reciprocity will be granted during this time, but reciprocity guests will NOT be granted any Fall recruitment privileges (please see above paragraph). Please note that due to the large volume of student and employer activity during the Fall recruitment period, remote reciprocity access may be delayed up to two weeks from the initial request.
10. Law Career Services reserves the right to deny or terminate reciprocity with anyone whose conduct is deemed improper or inappropriate. This right is reserved in all cases and is solely at the discretion of our office.

Please visit the SCU Law Career Services Website: www.scu.edu/law/careers for more information regarding reciprocity and to view our current contact information and office hours.