



Career Services Extension Policy

Career Services grants students enrolled in an Otis College Extension Certificate Programs limited access to career services.

When enrolled in the last semester of classes and up to 6 months after completion of certificate program, students will have access to the Otis Job Board. In addition, students may utilize up to (2) one hour appointments with a career counselor.

When applying for jobs advertised on the Otis job board, students must disclose their status as Extension Certificate students.

Access to all services will be terminated 6 months after completion of certificate program.

Extension students not enrolled in a certificate program do not have access to services in Career Services.

Career Services may deny further services to any individual who misuses the job board, facilities or services.

If you have questions about the policy, please contact the Career Services at 424-207-2490 or e-mail careerservices@otis.edu.