

# Chapter 516-38 WAC

## ACCESS TO CAMPUS SERVICES

### WAC

516-38-050	Computer center.
516-38-051	Computer use.
516-38-052	Computer use—Procedures.
516-38-053	Computer use—Confidentiality.
516-38-110	Speech clinic.
516-38-115	Career planning and placement center.
516-38-116	Career planning and placement center—Placement credentials—Fees.
516-38-117	Recruitment activities.
516-38-118	Job notification.
516-38-119	Reciprocal services.

**WAC 516-38-050 Computer center.** The computer center of Western Washington University serves the instructional, research, and administrative computing needs of the campus.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-050, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-050, filed 11/17/72.]

**WAC 516-38-051 Computer use.** First priority for computer use shall be given the scholarly pursuits of the university's students and staff in research and instructional processes. The computer center may, at commercially competitive rates or for value received, sell services to noncampus clientele when, in the opinion of the director of the computer center,

(1) The sale will not in any way jeopardize, dilute or compromise the center's service to campus clientele, and

(2) Similar services are not available elsewhere in the community, and

(3) The service involves an appropriate, sensible, and nontrivial use of the computer relating to some university program or goal.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-051, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-051, filed 11/17/72.]

**WAC 516-38-052 Computer use—Procedures.** Application forms for computer services are available at the computer center. Large projects shall be brought to the center's attention at the earliest possible time in the planning stage.

The specified times of availability of center facilities will be determined by the director and posted in a conspicuous location in the computer center. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization of the many areas of the data processing facility for the students, faculty and administration.

[Order 72-10, § 516-38-052, filed 11/17/72.]

(4/27/90)

### WAC 516-38-053 Computer use—Confidentiality.

Application for computer services by any individual or agency customer shall be deemed a representation that such customer has established and is following procedures which protect the right of individuals to the privacy and confidentiality of records concerning them, regardless of whether or not such records are mechanized. Customers shall be responsible for providing such control procedures and mechanisms as are necessary to protect the confidentiality of any particular data base.

[Order 72-10, § 516-38-053, filed 11/17/72.]

**WAC 516-38-110 Speech clinic.** The resources of the speech and audiology clinic of Western Washington University may be made available to persons in the region with hearing or speech defects. Applications for the use of such resources shall be made through the chairman of the department, or his or her designee, who may charge a fee for such service. The fee schedule shall be prominently posted in the office of the department.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-110, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-110, filed 11/17/72.]

**WAC 516-38-115 Career planning and placement center.** The career planning and placement center provides (1) career planning services for undergraduates and (2) placement services for the following "eligible persons": Graduating seniors (who may establish placement credentials the quarter they become a senior), graduate degree or certificate candidates (including graduates of other institutions who may establish placement credentials upon earning thirty quarter credit hours toward advanced degree or certificate at Western) and alumni (who have received degrees or certificates from Western). Open lists of all employment opportunities and campus recruiting visits are maintained by the placement center for qualified students.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-115, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-115, filed 11/17/72.]

**WAC 516-38-116 Career planning and placement center—Placement credentials—Fees.** Eligible persons may complete registration forms at the career planning and placement center establishing placement credentials to be placed in the center's placement credentials file. The center may charge fees for its services and its schedule of fees shall be prominently posted within the center. Placement center services may be denied any individual who fails to pay placement fees when due. The center shall not duplicate or mail incomplete credential files, individual recommendations or personal resumes. Credentials are confidential and may only

[Ch. 516-38 WAC—p. 1]

be sent to legitimate prospective employers or transferred to other educational institutions for establishment there of placement credentials.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-116, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-116, filed 11/17/72.]

**WAC 516-38-117 Recruitment activities.** (1) Employers, organizations interested in hiring graduating students or alumni, and recruiting personnel from college or university graduate schools may conduct recruitment activity on campus and shall be coordinated by the placement center subject to the following conditions:

(a) Employers shall not be eligible to recruit on campus unless they comply with all federal and state laws against discrimination.

(b) All interviewing arranged by the placement center shall be conducted in offices or space provided by the placement center.

(c) Recruiters for school districts, business and industrial firms and government agencies may be assigned individual rooms and eligible persons required to adhere to prearranged interview schedules.

(d) Recruiters for the military, Peace Corps and Vista may be assigned individual rooms and students may be interviewed on a "drop-in" basis.

(e) All company literature and brochures shall be displayed either within the interviewing room or on placement center literature tables.

(f) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas upon the approval of the placement center, in compliance with university policy.

(2) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations.

(3) To be eligible to sign up for recruitment interviews, candidates must meet the qualifications stipulated by the prospective employer. First priority on sign-up schedules shall be given students currently enrolled and eligible for placement services (provided they have established complete placement credentials with the placement center) and second priority shall be given alumni eligible for placement services (provided they have established complete placement credentials with the placement center).

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-117, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-117, filed 11/17/72.]

**WAC 516-38-118 Job notification.** Notification of positions listed with the placement center shall be available without screening, selecting or promoting, only to registered candidates who have updated and activated their credentials; graduates of other colleges or universities who have established reciprocity; and any bona fide employer who complies with federal and state laws against discrimination.

[Order 72-10, § 516-38-118, filed 11/17/72.]

**WAC 516-38-119 Reciprocal services.** Requests from Western's candidates for service from another institution must be made by the placement director. The credentials of such candidates must be updated and active.

[Order 72-10, § 516-38-119, filed 11/17/72.]