

## Academic Career Exploration Experience REGISTRATION PROCESS

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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

To participate in a Career Exploration Experience (CEE) for academic E360 credit, follow these steps:

1. Utilize DelVal's Center for Student Professional Development (CSPD) resources (in Segal Hall):
  - Explore career pathways to help determine E360 opportunities that may assist you achieve your post-graduation goals.
  - Prepare your resume; meet with an Experience360 Staff to review and edit
  - Log into an ExperienceLink account via [www.delval.edu/experiencelink](http://www.delval.edu/experiencelink) (CSPD's web-based job posting system)
  - Upload your updated resume – once uploaded, you can apply to positions and sometimes, employers will view resumes via our Resume Book to recruit you specifically. This is also a great way to externally save your resume for safe keeping.
2. Explore and apply to opportunities via:
  - CSPD leads via [ExperienceLink](#) postings
    - Click on the *Jobs* section at the top toolbar. Make sure to look at the *DelVal Jobs* section which features positions from employers who post specifically to DelVal students and grads.
  - CSPD recruiting and networking events
  - Meet with an Experience360 Staff to discuss networking and outreach opportunities
  - Consult with additional networking resources for potential leads:
    - Academic Advisor, Department Chair and Faculty Members
    - DelVal staff
    - Classmates and upperclassmen
    - Alumni – check out the Official Delaware Valley University Alumni & Student Group on LinkedIn
    - Personal contacts and networking
3. Apply for Academic E360 Credit during the course registration period
  - *Review Career Exploration Experience (CEE) Policies and Guidelines*– make sure to check out the prerequisites to make sure you meet the requirements!
  - If participating in the activity to meet your graduation requirement, review your Academic Department's E360 Requirements.
  - Meet with your CEE Site Supervisor to discuss learning objectives (you must include learning objectives for your experience on Activity Application Form).
4. Log-on to [ExperienceLink](#) to complete the Activity Application Form via the Experiential Learning module.
  - ☐ You must review and comply with all *CEE Program, Delaware Valley University and Employer site policies, procedures and expectations*. Your signature on the Application indicates that you understand and agree to CEE and University policies.
  - ☐ Your application will be forwarded to your Site Supervisor and Department Chair via email so that they can verify and approve your position and learning objectives.
  - ☐ Once approved, you will then be registered for the course in Self-Service.

**Deadlines:** End of the Add period of term registering (see [Academic Calendar](#))