

## **Where do I find the resources I need in Neeley? A Guide to Neeley Student Success Services**

Neeley has many resources to help students who want to plan their programs of study, identify career options, prepare for and manage internship and job searches, and generally improve their professionalism to become more attractive to employers. Together, these resources are housed in Neeley Students Success Services (NSSS). NSSS is comprised of three different offices: Academic Advising, the Professional Development Center (PDC), and the Alcon Career Center. Sometimes students are uncertain about what these offices do and where they should go for specific needs. Below is a very general guide to help you determine where to begin seeking help.

Keep in mind, that these offices work together and their services are mutually supportive of one another. Multiple offices might be able to help with certain needs—with each offering a unique perspective and valuable expertise. For instance, both Academic Advising and the PDC play roles in and can answer questions about admission into Neeley. Whereas Academic Advising focuses on the academic requirements, the PDC coordinates the application process. Similarly, both the PDC and Alcon offer an array of career-related assistance. All three offices can help with the process of choosing a major and related career options that best suit you.

Use this guide to select the office that seems most likely to meet your particular need at this time. If they think another office is a better starting place or can offer additional assistance, they will direct you there.

### **Go to [Academic Advising](#) when you need to:**

- Determine what classes to take next semester
- Create a degree plan
- Get answers about academic requirements (TCU and Neeley) to complete your degree
- Find out if you are academically on track for admission to Neeley
- Explore Neeley majors and the careers they can lead to

Contact Academic Advising: (817) 257-6772

Book an appointment: Call or email your specific Academic Advisor

Visit the Advising webpage: <https://neeley.tcu.edu//BBA/Advising/>

Visit the [Academic Advising FAQ](#) page for additional information about advising services.

### **Go to the [Alcon Career Center](#) when you need to:**

- Look for an internship
- Look for a full-time job
- Research a particular company in which you are interested or with which you have an interview
- Explore career options for you major
- Customize your resume/cover letter to apply for a specific position at a specific company
- Prepare for a specific kind of interview with a specific company

- Evaluate and negotiate a job offer
- Assistance in evaluating and applying to graduate school

Contact Alcon Career Center: 817-257-5572

Book an appointment: <https://careers.tcu.edu/frogjobs/> (Handshake)

Visit the Alcon webpage: <https://neeley.tcu.edu//acc/>

Covid-19 career support: <https://careers.tcu.edu/neeley/>

Visit the [Alcon Career Services FAQ](#) page for additional information about Alcon services.

**Go to the [Professional Development Center \(PDC\)](#) when you need to:**

- Get general help putting together or improving you resume
- Learn how to write a cover letter
- Practice interviewing—either in general or to prepare for a specific interview
- Learn how to network
- Learn how to build a personal brand and a LinkedIn page
- Improve your presentation skills
- Learn how to work effectively in teams
- Attend an Entering Neeley Seminar, resume workshop, speaker event, and/or synchronous/asynchronous interview for admission to Neeley

Contact the PDC: Email: [pdcc@tcu.edu](mailto:pdcc@tcu.edu)

Text or call: 817-257-7539

Book an appointment: [https://neeley.tcu.edu/pdc/Appointment\\_Request/](https://neeley.tcu.edu/pdc/Appointment_Request/)

Visit the PDC webpage: <https://neeley.tcu.edu//pdc/>

Visit the [PDC FAQ](#) page for additional information about Professional Development services.

**Other Resources:**

- For questions about Microsoft Office Certification and Prep Classes, contact Ms. Gabby Sanchez at [MOSQuestions@tcu.edu](mailto:MOSQuestions@tcu.edu)