



Guide to the Mary Ann Goldsberry Professional Dress Closet

Purpose of the Mary Ann Goldsberry Professional Dress Closet

The Mary Ann Goldsberry MISB Professional Dress Closet is located in the Career Planning and Placement (CPP) Office within the Mike Ilitch School of Business. The closet provides business students with professional business clothing to dress for success, whether it be for an interview, networking event, or the first day at your new job.

Who can use this service?

The Mary Ann Goldsberry Professional Dress Closet is available to any currently enrolled MISB student or alumni

Why use the Closet?

The Mary Ann Goldsberry Professional Dress Closet is a free resource provided by the Mike Ilitch School of Business for enrolled business students. Wearing professional clothing while attending networking events portrays to employers a form of professionalism and authority. Our team of advisors who have professional experience in networking with employers can assist you in choosing clothing options.

Where to Dress Professionally:

- Career Fairs
- Meet & Greets
- Interviews
- Company Presentation

How do I receive these services?

- Reach out to the CPP office by coming in to the office or scheduling an appointment.
- You must present your WSU One Card.
- Select one business professional outfit PER ACADEMIC SEMESTER including:
 - One suit coat
 - Pants
 - One pair of shoes
 - Dress shirt
 - One Belt
 - One accessory for women
 - Computer bag/Resume folder

Hours of Operation:

The Mary Ann Goldsberry Professional Dress Closet is available Monday through Friday by appointment or during Tuesday walk-ins from 9:00am-4:00pm. To make an appointment call the office at (313) 577 -4781 or email bizcareers@wayne.edu.

Closet Inventory

We carry women's sizes 2-20 and men's suit sizes 30-48. Although we carry virtually all sizes, our clothes may not all fit true to size. We offer a fitting room as well as a full body mirror in order for you to decide whether you like the fit and style of certain items.

Check Out Period

Items that have been checked out must be returned within 10 business days (two weeks). The items must be dry cleaned prior to their return and have no damage.

Dry Clean Policy

In order to return any item(s) from the dress closet free of penalty they must be returned dry cleaned. You must return the garments along with the dry cleaning ticket reflecting your order. Students who fail to do so will have their access rights to Handshake revoked and will not be able to schedule appointments with the Career Planning and Placement Office until the item is cleaned or replaced.

Failure to Return

If a student fails to return items from the dress closet they will have their access rights to Handshake revoked and will not be able to schedule appointments with the Career Planning and Placement Office until the item(s) are replaced or they have paid the retail cost of the item(s).

Replacement and Condition of Items

If an item is not returned or is returned damaged, a replacement fee equivalent to the retail cost of the item will be charged to the student. Access to Handshake will be revoked and the student will also not be able to schedule appointments with CPP until the item(s) are replaced or the retail cost has been paid.

Interested in Donating to the Mary Ann Goldsberry MISB Professional Dress Closet?

You can donate to the Mary Ann Goldsberry Professional Dress Closet by calling the Career Planning and Placement Office to see if we are accepting donations. We also partner with student associations, businesses, and non-profits who are interested in donating.

We collect all types of professional clothing for all sizes:

- Full suits (jacket and pants and/or skirt)
- Contemporary suit jackets or blazers
- Shirts/blouses appropriate to wear under a suit coat/blazer
- Dress slacks, pants, and darker colored skirts (black, brown or dark gray)
- Ties
- Briefcases (lightly used)
- Portfolios (lightly used)
- Closed-toe dress shoes

When Donating Please Consider the Following:

- All clothing must be laundered or dry cleaned (Preferably on hangers)
- No stains, tears, rips, missing buttons, or broken zippers
- We are seeking professional business attire

Mary Ann Goldsberry Professional Dress Closet Request Form

Student: Complete All Information Required Below

Student Access ID: _____
Last Name: _____ First Name: _____
Phone Number: _____ Year: _____
Major: _____ Email: _____
Phone Number: _____

Reservation Details:

Request Date: _____ Time: _____
Return Date: _____ Time: _____
Event Name: _____
Type of Clothing Rented: _____

Career Planning and Placement Staff Only:

Staff Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comments: _____

Authorization Signature: _____
Date: _____

Mary Ann Goldsberry Professional Dress Closet Rental Agreement Form

PLEASE READ

- I acknowledge that the item(s) that are being rented to me will be returned within 10 business days (two weeks).
- If I return the item(s) damaged, I will be assessed the retail cost of that item(s) or will have to replace the item(s). We do not accept cash payment
- If I do not return the items(s), I will be charged the retail cost of that item(s) or will have to replace the item(s). We do not accept cash payment.
- Students who fail to return clothing closet items will have their access rights to Handshake revoked and will not be able to schedule appointments with the Career Planning and Placement Office until the item(s) are replaced or they have paid the retail cost of the item(s).
- I agree to return clothes dry cleaned with the order receipt from the dry cleaners. When returning clothes from the Mary Ann Goldsberry Professional Dress Closet please present the order receipt.
- If I return the item(s) unwashed and not clean I will have my access rights to Handshake revoked and I will not be able to schedule appointments with the Career Planning and Placement office until the item(s) are dry cleaned.
- I understand that access to the Mary Ann Goldsberry Professional Dress Closet is a privilege not a right. My access to the clothing closet may be revoked if I do not abide by the rules/protocols.

Student Agreement Signature: _____

Access ID: _____

Date: _____