

Admissions, Advising and Records- Service Units Outcomes

Service Unit Purpose:

The purpose of the Admissions and Retention Office is to coordinate and provide support to students in defining and achieving their educational goals. Admissions and Retention is also responsible for communication of services, policies, admissions notification, records, registration and academic advising.

Service Unit Outcomes:

1. The Admissions & Retention Department will operate in full compliance of State Board policies and guidelines.
2. Information is distributed to prospective students at high school visits, career and college fairs, and at community events.
3. Students will be informed and prepared to complete the enrollment process.
4. Through the use of technology, students will have the ability to complete the online admissions process.