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## Office of Admissions & Recruitment

### Policy Statement

These policies and procedures are designed to provide the Office of Admissions with a handbook that can be used as a guide in understanding the functions and procedures of the Office. The materials have been carefully reviewed for the appropriateness of the standards set forth as being those essential for good management at Miles College. The complete analysis of the Recruitment Program and the development of additional plans lie with the Director of Admissions and Recruitment, Vice President for Enrollment Management

### Entities Affected by the Policy

Entire College community

### Policy Background

#### Office of Equal Opportunity and Access

The commitment of Miles College to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of Miles College not to engage in discrimination of harassment, against any person because of race, color, religion, sex, national origin, ancestry, age marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, order, and regulations.

This nondiscrimination policy applies to admissions, employment, access to and treatment in the college programs and activities. Complaints of invidious discrimination prohibited by college policy are to be resolved within existing college procedures.

For additional information or assistance on equal opportunity and access policies, as well as other college policies or information on federal and state civil rights laws, please contact Alabama Department of Industrial Relations.

#### Mission Statement

Miles College is a Christian Methodist Episcopal Church-related, historically Black, four-year liberal arts institution founded in 1898 to provide leadership to the Black Community. This mission has been expanded to include and emphasize on the persona; development of the individual, who, upon graduation from Miles, will possess an understanding of his own or her own mission in a global society.

Miles College aims to utilize the best of its heritage in providing an environment that is both Christian and intellectual. In addition to maintaining an open-door policy; the College also actively recruits students from diverse academic, social, economic, and racial backgrounds who manifest the potential for academic achievement at the college level. To fulfill its commitment to educate these students, the College provides developmental courses, tutorials, specialized laboratories, and an honor programs to enhance the traditional liberal arts curriculum.

Teaching is under girded by a strong advisement system and student-centered approaches to learning. Also, caring faculty that is committed to nurturing students' self-esteem, creatively, and humanistic concerns, provides instruction.

Not only does the College strive to produce students who possess critical and ethical perspective about a global and pluralistic society, it also dedicates its energies to providing community programs and leadership.

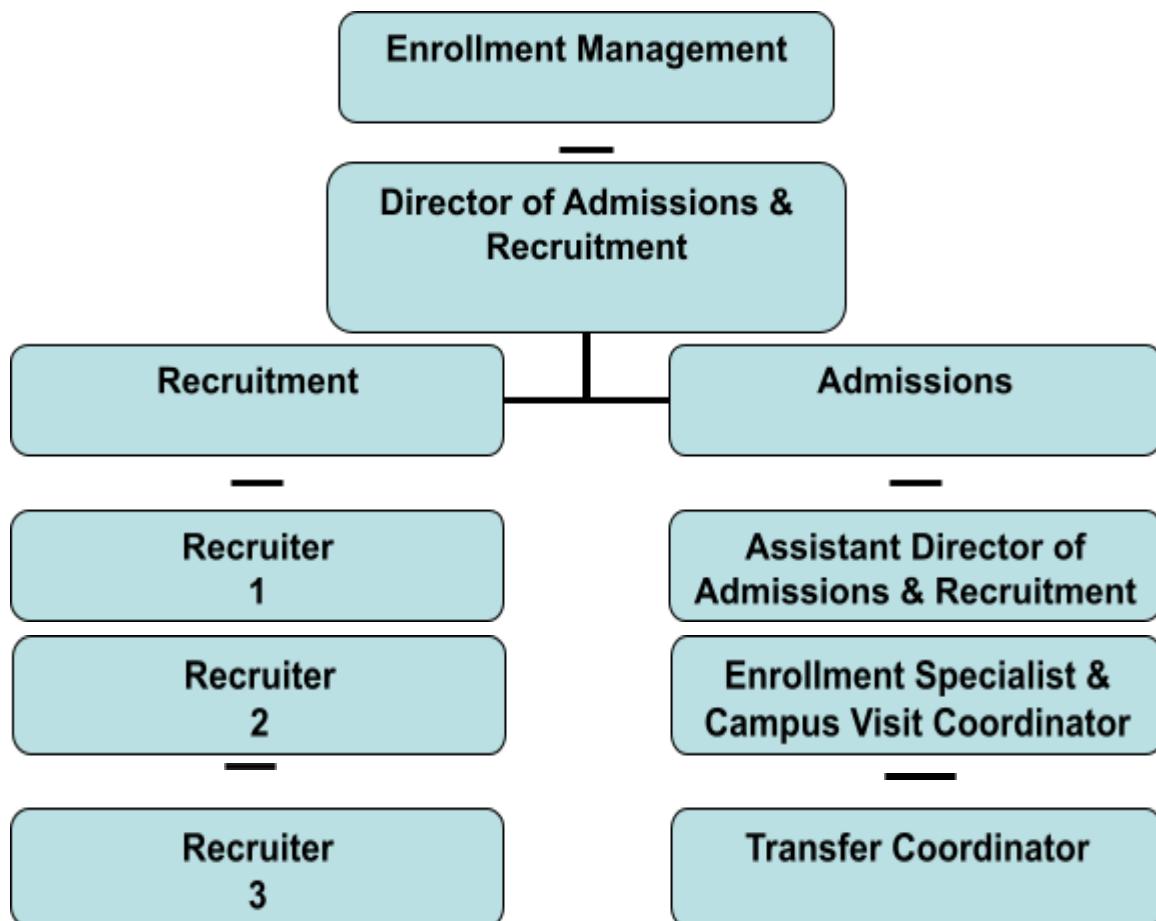
Faculty and students are encouraged to engage in action research and other activities for the purpose of resolving societal problems. To fulfill its mission, Miles College seeks to graduate students with the following attributes:

- Proficiency in standard communication skills: speaking, writing, reading and listening, skill in critical and creative thinking;
- Skill in problem solving,
- Capacity to appreciate the arts;
- Knowledge of various career areas that influence intelligent choices and productive membership in society,
- Sensitive to cultural differences in such areas as history, language, and customs, respect for religious creeds, in general, and Christian ethics, in particular; Competence in at least one major field of study, and
- Capacity for lifelong learning

The faculty and staff are serious about their commitment to the College's mission. Thus, all of the College's activities have a direct relationship to the personal development of individual students.

Admissions and Recruitment

Organization Structure



## Governing Board

The Admissions Committee is composed of members, from the Division of Academic Affairs, Registrars Office, Student Services, Institutional Effectiveness, and the Vice President for Enrollment Management as standing members. This committee is responsible for ensuring that the Office of Admissions and Recruitment complies with all admission guidelines. This committee advises the Office of Admissions and Recruitment to ensure all admissions guidelines are being followed.

The Office of Admissions and Recruitment is authorized to implement the admissions policies and for directing the admissions and recruitment activities of the college. The personnel assigned to the Admissions Office are responsible for reviewing applications for admissions according to policies stated in the Miles College Catalog.

The primary responsibilities of the Office of Admissions and Recruitment are:

- Develop relationship with high school and community college officials for assistance in recruiting qualified graduates.
- Efficiently processing, assembling and evaluating the total record of each prospective student.
- Counseling prospective applicants.
- Determining the eligibility of applicants for admission in accordance with approved policies.
- Notifying students regarding admission decisions in an expeditious manner.
- Responsible for outreach mechanism for recruitment.
- Evaluating ACT/SAT scores and grades in regards to awarding presidential and dean scholarships.

Miles College welcomes students who have graduated from high school or who have earned a General Education Diploma (GED) or its equivalent. The mission of the college notes that this Christian Methodist operated college has as its fundamental purpose quality Christian education. No particular religious commitment is required for admission. Students meeting the academic and character requirement of the college, and who express willingness to cooperate with the college policies and to adjust to and be comfortable with its religious, social and cultural atmosphere, will be admitted subject to available space. These requirements are consistent with the educational purpose of this historically Black, Liberal Arts College, which is value-focused.

As indicated earlier, Miles College requires all applicants to submit documentation in the form of official high school and/or official college transcript<sup>1</sup>. Students graduating from high school with a GPA less than 2.0, scores 17/1210 or students that have no test scores on the ACT/SAT will be given the Compass Placement test by the Testing and Counseling Department. Those tests will determine whether a student will need pre-college course work.

## General Admissions Requirement

### **Requirements for Admission:**

Prospective students planning to enter the College should complete and submit an application for admission.

### **Requirements for Registration/Matriculation:**

The following documents must be received by the college admission office prior to an admitted student being allowed to register for classes.

- Copy of Official high school transcripts or high school diploma showing date of graduation.

**OR**

- Official copy of GED Certificate
- Submission of ACT or SAT scores is strongly encouraged.

A hold will be placed on the student's record, preventing registration at the College until the official transcript has been received. Further, if, after receiving the official transcript it is determined that the student does not meet the College's admission requirements; the original admission may be rescinded. If the admission process is not completed prior to the designated date, applicants are expected to bring all forms requested when reporting to the Office of Admission prior to registration. Admission applications are available on the College website: [www.miles.edu](http://www.miles.edu)"

#### **Transfer Students**

"A transfer student is any person who has been enrolled in an institution(s) of higher learning. To qualify for admission as a transfer student, one must be in good standing at the previous institution. Official or unofficial transcripts along with a completed online admission application must be received in the Office of Admission to be considered for admission. Unofficial transcripts must be reviewed and approved by the Director of Admission and the Registrar prior to being used for admission consideration. Transfer credits are awarded to grades of C or above and to course equivalent to those offered at Miles College. An official or unofficial high school transcript and test scores are required for students who have earned fewer than 30 semester hours at the previous institution. Final official transcripts must be received in the Office of Admission no later than the end of the first semester of enrollment. A hold will be placed on the student's record, preventing further enrollment at the College until the official transcript has been received. Further, if, after receiving the official transcript it is determined that the student *does not meet the College's admission requirements; the original admission may be rescinded.*

Admission to the College does not imply admissions to all divisions and/or the honors program that employ special admission requirements.

#### Notification of Acceptance

All new students accepted to the College will receive a formal letter of acceptance from the Admissions Office when the Admissions is approved.

#### Application Deadline

Applicants for admission are advised to submit the application for admission well in advance of the period in which enrollment is sought. Applications are accepted as early as one year prior to the desired enrollment. It may **not be possible** to evaluate applications received later than 20 days prior to registration; late application may require the applicant to register after classes begin, incurring a late registration fee.

#### Application/ Administrative Fees

Miles College does not require an application fee. Upon acceptance to Miles College all new students will be required to attend New Student Orientation. Students entering for the summer, transfer or re-admit will be charged a \$25.00 Administrative fee.

#### Enrollment Status

Students enrolling at Miles College will be coded as a First-Time Freshmen, Freshmen Transfer, Transfer, Teacher Certification, Transient, and Other.

##### First-Time freshmen (T)

First-Time freshmen are students enrolling at Miles College the first semester after graduation from high school.

##### Transfer Students (F)

A transfer student is considered any person who has been enrolled in a college or university other than Miles College, regardless of course load credits earned.

1. To qualify for admissions as a transfer student,
  - a. One must have been in good standing from the last institution previously attended.
  - b. Official transcripts from each college attended must be received by the Office of Admissions before registration.
  - c. A transfer student may be provisionally admitted without transcripts, but all official transcripts must be received in the Office of Admissions before the first day of class.
  - d. The transfer student must also submit a recent health record on Miles form.
  - e. Immunization record with proof of vaccinations.
  - f. Students enrolled in other accredited colleges and universities will be considered for conditional admissions if all requirements, except for a final transcript of work in progress, are met. This final transcript must be sent to the Admissions Office from the issuing institution immediately after the work in progress has been completed.
  - g. Transcripts are then transferred to the office of Academic Records.

#### Re-Admits

Students who are absent from or not registered at the College for two consecutive semesters (for reasons other than academic suspension) must submit an application of admission to the Office of Admissions and pay the required non-refundable application fee of \$25.00. If the student has attended another college or university while away from Miles, the official transcript from that college or university must be sent via mail to the Office of Admissions...This student will then be classified as a transfer.

#### Transient Students

A student working toward a degree from another college or university may be enrolled as a transient student at Miles College. Admission is based upon Miles College's receiving the application for admission including the non-refundable \$25.00 application fee and the receipt of evidence of good standing from the college or university from which the student plans to receive his/her degree. Transient students do not qualify for federal, state, and/or institutional financial aid at Miles and are considered cash paying students.

#### Miles College Admissions Policy for International Students

Miles College maintains a liberal open-door admissions policy and actively recruits students from diverse backgrounds (academic, social, economic, and racial) who manifest academic potential and ability for academic achievement at the collegiate level.

Miles is authorized under federal law to enroll non-immigrant alien students. International students are advised to inquire at least one year in advance of the anticipated date of admission about the tests required and the most convenient examination centers.

To apply to Miles, international students must submit the following material by March 1 for the fall semester, August 1 for the spring semester, and February 1 for the summer session.

#### Procedures

1. Return the completed admissions application to the Office of Admissions.
2. An official copy of your high school and/or college transcript is required. For your convenience, a Transcript Release Form is enclosed. Please submit it to your Registrar or Counselor. Transcripts are not accepted from students, only from Institutions.
3. On placement an official score report of your ACT or SAT test results from the National Testing Center should be forwarded to this Institution. The Code for Miles College is 0028.
4. Official Scores from the Test of English as a Foreign Language (TOEFL) should be forwarded to this Institution. For information on the test, applicants may write TOEFL, Educational Testing Service, Box 899, Princeton, New Jersey 08540, USA.
5. Three (3) letters of character recommendation are required (one letter should be submitted by your counselor or teacher).
6. A required Medical Form is included for completion by your family physician and/or local clinic, as well as immunization records.
7. All International Students must pay, prior to receiving the I-20 a full year's tuition (to include the Comprehensive Fee) in U.S. dollars, in the form of a money order or a certified check made payable to Miles College.
8. It is required that the Sponsor provide the College with an Affidavit of Financial Support and a current copy of his/her bank statement.
9. Students interested in on-campus housing should complete the enclosed Application for Housing and return it with \$150.00 non-refundable housing fee.
10. Scholarship and/or financial aid are not available for entering students from other countries.
11. The I-20 Form (Certificate of Eligibility) is not issued until the Office of Admissions and the Business Office have received all of the necessary credentials outlined above.
12. The following are required tuition and fees:
  - a. One year's tuition and comprehensive fee.
  - b. \$100.00 orientation fee/or current fee.
  - c. \$150.00 housing deposit, if you anticipate residing in a campus residence hall.
  - d. Submit the above fees to Miles College Business Office, P. O. Box 39800, Birmingham, Alabama 35208.

MILES COLLEGE, 5500 Myron Massey Boulevard, Fairfield, Alabama 35064, or P. O. Box 39800, (205) 929-1655 or (800) 445-0708.

#### Institutional Scholarships

In keeping with the mission of the College while maintaining and enforcing the policy of open-door admissions, the Office of Admissions and Recruitment additionally vigorously recruits those students who have achieved academic superiority during their matriculation in high school or in a junior college. The Office of Admissions and Recruitment has the authority, as vested by the President of the College and the Scholarship Committee, to offer scholarships, on site, to those individuals who may qualify.

The following Institutional Scholarships are available to current high school graduates or current graduates of a junior college (scholarships must be offered and accepted the semester/year of graduation; before entrance into Miles College):

President's Scholarship – Students who qualify must have a cumulative grade point average of 3.70 – 4.00 and a SAT score of 1510/1630 or ACT Composite of at least 22. This award covers tuition, comprehensive and lab fees, and room and board for resident students. The amount of this award may vary depending on the student's aid from other sources. The scholarship is renewable for three years (8 semesters maximum) with the maintenance of a 3.25 cumulative grade-point average and a minimum of 15 hours per semester (30 hours for the year).

Dean's Scholarship A – Students must have a 3.10 – 3.69 cumulative GPA and a minimum SAT score of 1360/1500 or an ACT of 20/21. The award is for \$2,000 (\$1,000 per semester) and is renewable for three years (8 semesters maximum) with the maintenance of 3.10 cumulative GPA and minimum of 15 hours per semester. The amount of this award may vary depending on the student's aid from other sources.

**Dean's Scholarship B – Students must have a 3.00 cumulative GPA and a minimum SAT score of 1220/1350 or an ACT of 18/19. This award is for \$1,000 (\$500 per semester) and is renewable for three years (8 semesters maximum) with the maintenance of a 3.00 cumulative GPA and minimum of 15 hours per semester. The amount of this award may vary depending on the student's aid from other sources.**

#### Information and/or Promotional Publications

All College and external publications or college information in external publications community, which detail admission requirements must be in accord with College Policy and must be produced in liaison with College Relation department.

**Definition:** Any publication or other printed material used for internal or external distribution to provide general recruitment information about the College. This includes flyers, posters, brochures, regulation handbooks, event announcements, and related promotional materials; promotional items; and supporting materials such as announcements, programs, name tags, and tickets.

Procedure for producing informational or promotional materials:

1. Submit to the Vice President of Enrollment Management.
2. Once approval is obtained submit a draft of the publication to College Relations.

#### Office Procedures

All standard letters sent from the Office of Admissions and Recruitment to applicants should be over the name and designation of the Director. All letters from departments advising applications of an intention to make an offer must include a disclaimer that the offer is not valid until all information and materials have been received in the Office of Admissions and Recruitment.

Applicants who have written to the College or who have interviewed should receive a written response from the department concerned with in a week of receipt of the letter or of the interview.

Departments are asked to send copies of their standard letter/promotional materials to the Office of Admissions so that a "good practice" file can be compiled and included on the Admissions Manual and/or packages, in making sure that the Admissions Staff, which are responsible for applications are aware of the information being sent to the applicants.

Students look at a number of institutions before making a decision on where they will actually enroll. Prospective students should receive correspondence from the Office of Admissions and Recruitment at least once per month.

For step by step direction of beginning to the end of inputting a student please refer to the ACCESS 400 manual.

#### Training and Seminars

Professional development is the heart of any organization. To ensure that the Admissions Staff remains abreast of current Recruitment trends, all professional staff members are required to:

- Join professional organizational related to the area of Admissions and Recruitment and
- Attend professional workshops.
- Admissions training and seminars for faculty, staff and student recruiters will be organized as needed but no less than once per year (new employees will be trained by the Director of Admissions and Recruitment as needed).

#### Campus Tours/Visits

Parents, prospective students, and tour groups are encouraged to visit Miles College to see the Campus in order to obtain a taste of the College lifestyle and discover what Miles College can do for your future. Student Ambassadors, recruiters and other staff members are utilized to conduct the tours.



### **Job Descriptions**

#### **Director of Admissions and Recruitment**

- **Full-time Position**

#### **General Description**

Under the general direction of Enrollment Management, and within established Institutional guidelines, supervise and coordinates the work of admitting students to Miles College and oversees the work of all professional and support staff involved in admitting students to the College.

#### **Primary Duties and Responsibilities**

1. Develops, interprets and enforces admissions policies, procedures and strategies applicable to the area of responsibility and serves as a authoritative source of such information.
2. Represents the College in designated instances.
3. Develops both a comprehensive marketing plan and recruitment strategy.
4. Hires, trains, supervise and evaluate both the administrative and support staff in the implementation of assigned area of responsibility.
5. Trains and provides ongoing supervision and guidance to assigned staff, assists in staff selection and evaluation, determines work assignments and work schedules.
6. Provides necessary orientation, training and oversight for the alumni recruitment network and a cadre of facility willing to assist in recruitment efforts.
7. Responds to written, telephone and personal inquires for information;
  - a. Interprets and explains admissions policies and procedures; answers questions about College programs and requirements for campus life; makes referrals to other College offices as necessary.
8. Develops aggressive recruitment policies, which lead to greater outreach efforts; expands collaborative efforts in the recruitment of all students.
9. Advises College Officials of the current trends and changing demographics, locally and regionally, as they may affect and influence student admissions in enrollment management negotiations.
10. Counsels and guides applicants regarding academics programs and requirements, eligibility and options, with special responsibility for those denied admission and with continuing responsibility for counseling those admitted.
11. Prepares studies, reports and recommendations to the Administrative Cabinet.
12. Plans and organize special informational programs to promote the College and explain its admissions policies, procedures and programs;
  - a. To include:
    - i. High School Visitation Days
    - ii. New Student Orientation Programs
    - iii. Edits and prepares, with the aid of the Director of Enrollment Management and the Communications Department, brochures, bulletins and other publications used in the recruitment of prospective students.
    - iv. Participates in various committees and advisory groups.
    - v. Supervises the maintenance of files and records for potential applicants.
13. Participates in awarding Institutional Scholarships to prospective students.
14. Determines the fiscal requirements.
15. Prepare and manage budgetary recommendations for the Admissions and Recruitment Office.
16. Performs related duties as required.

### **Essential Functions**

- Ability to effectively prepare and inform the Campus Community of recruitment efforts and trends.
- Ability to effectively analyze and interpret data.
- Ability to communicate, both orally and in writing, effectively.
- Ability to operate a personal compute and associated software.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner, resolve personnel issues, and conduct performance appraisals.
- Must have excellent people skills to be able to work with a diverse high school and college community.
- Must have strong planning and organizational skills.

### **Job Summary:**

The director of the Office of Admissions and Recruitment reports to the Director of Enrollment Management. The office of admissions implements the admission policies from directing admissions and recruitment activities of the college. The admissions office is responsible for reviewing applications for admissions according to policies stated in the Miles College catalog. The office also has the responsibility of recruiting students at the high school and junior college level, as well as, offering scholarships to those individuals who might qualify.

### **Qualifications**

- Applicants must have a Master's degree in Higher Education Administration or in Student Personnel or appropriate field of study.
- Knowledge of policy formulation and procedural program implementation related to college recruitment desired.

A background check will be required for the successful applicant.

Applications or nominations should be forwarded to Miles College, Human Resources Office, PO Box 39800, Birmingham, Alabama 35208.

- Applications should include a
  - i. Letter of interest
  - ii. Resume
  - iii. Names, addresses and telephone numbers of three references
  - iv. College transcripts showing highest degree. (An unofficial transcript may be submitted for screening purposes, but the selected candidate must submit an official transcript before the beginning of employment).

Review of applications will begin upon indicated date and continue until the position is filled.

### **College Recruiter/Admissions Counselor**

#### **Essential Functions**

- Develop relationship with high school and junior college officials for assistance in recruiting qualified graduates
- Process, assemble and evaluate the total record of each prospective student
- Counsel prospective applicants
- Determine the eligibility of applicants for admissions
- Notify students regarding admissions decisions
- Make scholarship recommendations
- Campus tour and visits
- Organize training and seminars for recruitment
- Attend recruiting college fairs and college nights held at schools and church institutions
- Prepare packets to send out to prospective students
- Participate in and organize high school visitation days (spring and fall), participate in and organize high school/junior college counselor luncheon
- Seek out new and innovative ways to reach potential students,
- Meeting with and sharing information with community groups concerning college preparation for high school students
- Input applications into AS400 Prospective Student Database
- Input information from student's application onto the transmittal sheet attached to the front of the student's folder. Make a label with the appropriate information then input students into AS400 database. File folder into appropriate semester.

#### **Job Summary**

The admissions counselor assists students as they transition to the institution and serves as a guide throughout the enrollment process. The ideal candidate will have strong communication skills (oral, written and computer) and interpersonal skills and be willing to work some weekends and evenings.

#### **Qualifications**

This position requires a Bachelor's degree in Education, Communications or other related fields. A minimum of one year of directly related experience is also required. Work experience may be substituted with strong academic achievements and related internships or service achievements.

## **Administrative Assistant/Secretary**

### **General Statement of the Function:**

The Administrative Assistant/Secretary, reports directly to the Director of the Office of Admissions and Recruitment. His or her duties include assistance in implementing the College's career planning program.

### **Responsibilities**

1. Relieve the director and recruiter of routine task's which must be performed in order for the Center to operate smoothly
2. Handle all forms of communication
3. Greet the public and take care of all items within the realm of his/her authority
4. Assist the recruiter(s) and director in planning recruiting visits
5. Maintain the decorum of the office
6. Maintain inventory of supplies/equipment /resources for the office
7. Assist the Director as needed
8. Assist students in the use of computers and software to investigate careers and interest and preparing resumes
9. Assist in the scheduling of class/group use of the campus tours
10. Type routine and complex materials
11. Handle all purchase orders
12. Travel ad hotel reservations
13. Keep an accurate record of expenses
14. Maintain a supply of forms and form letters available at all times
15. Assist Data Entry Clerk in establishing, maintaining and completing permanent records of current students
16. Schedule appointments and accompany director to meeting as needed
17. Pick up open and date stamp mail, the forward to director and recruiter for any necessary action
18. Perform all other general clerical duties as well as the more detailed duties of the secretary, including supervising work-study students
19. Sign in requisitions accounting for admissions and athletics
20. Keep and update list of all high school counselors for mailings
21. Supervise and delegate tasks to work study students

22. Fill out and turn in time sheets for work study students
23. Daily deposit all monies received for orientation in the business office by completing a Cash Transmittal Form.
  - i. Keep a supply of Miles College return address printed
  - ii. Assist Data Entry Clerk as needed

## Data Entry Clerk Admissions & Recruitment

### Responsibilities

#### Procedure for maintaining new applications

Maintain official documents for each prospective student in an organized manner by doing the following:

- a. Applications received through the mail, walk-ins and other events (High School Visitation Day, M-Day, etc are to be input by the data entry clerk.
- b. Input all application(s) into RCPAM
- c. Make a folder and label for student
- d. File into appropriate semester
- e. Print labels for these student in order to mail a **Welcome to Miles Letter**
- f. Receive folder/s from recruiter
- g. Print labels for these students in order to mail a **Welcome to Miles Letter**
- h. File the folder in the appropriate semester
- i. When information is received from the student RCPAM, pull the folder and record information onto Admissions Transmittal Check List then update AS400 by pulling the student from RCPAM to ADARM making sure the following is completed:
  - a. Student is Active
  - b. High school name and GPA
  - c. Answer questions on dual college
  - d. Input Program of study, classification and advisor and term
  - e. Input students semester of intent
  - f. Acceptance Code (Y, N, or PX)
  - g. Whether attending Orientation
  - h. Input items needed to complete admissions record
- i. Complete the Admissions Records Required screen, receiving items received and leaving open items yet to be received
  - ii. If receipt of an unofficial high school transcript, which shows that a student has a 2.0 GPA and has passed the exit exams for the state in which they attend high school, then send a **Provisional Certificate** of Admission. Transfer students can receive a **Provisional Certificate** when all college transcripts have been received.
- j. When all requirements have been met for the Office of Admission then send the student a **Certificate of Admissions**.
- k. Forward a copy of all certificates to the Office of Financial Aid and Counseling & Testing Center.
- l. Check to see if student has paid any fees, if so record on Admissions Transmittal Check List.
- m. Audit folder to make sure all requirements have been met then stamp the transmittal **COMPLETED**.
- n. Give student folder to Director to audit and to sign.
- o. Type student names and student number into a Completed File Transmittal Form
- p. Make three copies of the Completed File Transmittal Form along with copies of The Certificate of Admissions to be distributed in the following ways:

- a. Registrar's office – two copies one to keep and one to return to Admissions Office.
  - b. Files Admissions copy in appropriate semester book.
- j. Record all college transcripts received onto a Transmittal Received Form, then send official transcript to the Registrar's office, put a copy of the official transcript into the student's folder.

#### Daily Responsibilities

- As transcripts are received they are noted on the student's records in AS400 and recorded on the Admissions Transmittal form stapled to the front of the student folder.
- Stamp **COPY** on college transcript as they are received
- Make copies of the college transcript and input on Transcript Transmittal Form.
- Upon receipt of ACT/SAT scores, input into AS400 and Admissions Database
- Upon receipt of Miles Medical Form (not required as of Fall 2007-08) or immunization records on Admissions Transmittal Form.
- After each semester/term, folders are audited, removed and stored alphabetically in a no show file and kept for 2 years. Those that are incomplete are filed alphabetically and kept in the admissions office until complete. Complete folders are sent to the Registrar's office.
- After each registration period, the "No Show" files are shredded if they are older than 2 years.
- Directly involved with mail outs for students
- Coordinate with the Administrative Assistant/Secretary Office supply orders, and receipt of Office supplies.
- Answer the phones.
- Mail application packets to interested callers.
- Assist coaches to be sure each athlete has the proper transcripts.
- Open mail & distribute to admissions and students affairs.
- Receive all mail returned from the post office with bad addresses. Make a list for the recruiter to contact, for correct address, then update in AS400.
- Keep a supply of Miles College return address labels printed.
- Charge orientation to each student account when needed.

## Policy Procedures

*[This section lists the procedures or steps necessary for this policy.]*

## Definitions

### Admissions Glossary

**Academic Scholarship:** Academic scholarships are based upon academic achievement as reflected in your college application. Learn more about college scholarships and begin your college scholarship search.

**Acceptance:** The decision by an admissions officer or committee to offer the opportunity for enrollment as a student at a particular institution.

**ACT:** A two –hour-and-55-minute examination that measure a student’s knowledge and achievement in four subjects areas – English, mathematics, reading and science reasoning to determine the student’s readiness for college-level instruction. There is also an optional writing test that assesses students’ skills in writing an essay. The ACT is scored on a scale of 1 to 36 for each of the four areas. A composite Score is developed by computing and average of the four subject area scores.

**Admissions Deadline:** The date, set by college admissions offices, after which admissions applications will not be accepted.

**Admissions Process:** The college admissions process is a series of activities through which admissions officers recruit, identify, and cultivate relationships with prospective students as well as review applications, make decisions regarding acceptance or denial, and notify applicants or denial for admission to institution of college-level programs.

**Advanced Placement (AP):** AP courses are college-level classes taught in the high school following guidelines and covering material that will instruct students in AP subject areas and should prepare them to take Advanced Placement tests offered by The College Board.

**Alumni:** This is a group pf people who have graduated from a college or university.

**Applicant:** Any student who has completed the college application process at a particular institution.

**Athletic Scholarships:** These scholarships are based upon athletic ability and your prospective college’s department needs. Division I, II and III colleges’ athletic scholarship are very difficult to receive because of fierce competition.

**Bachelor’s Degree:** This is an undergraduate degree granted when a student ha fulfilled all academic curriculum requirements as defined by the college or university and respective discipline.

**Campus Life:** The demographics, academic, activities, social environment, and other features or aspects of the experience of studying and/or living in a college or university community.

**Campus Tour:** A service by the college admissions office for prospective students, allowing them to visit various campus buildings, meet key institutional personnel, and get a first-hand look at campus life.

**Campus Visit:** This is a component of the college search and admissions process in which the prospective student goes to the physical college campus to get an overview of life at a particular institution. This visit may be initiated by the student or take place in response to an invitation from the institution.

**Catalogue:** A catalogue is a comprehensive publication that provides a detailed overview of an institution, including its mission, programs, costs, admissions requirements, faculty and administration, etc.

**College Board, The:** The College Board is a nonprofit association that provides a variety of services to college-bound students, educators and parents. The organization is perhaps best known for administering the SAT and PSAT examinations. College Boards is the organization's trademark.

**College Counseling:** A service for college-bound students, conducted by a trained and/or certified professional to prepare students as thoroughly as possible for the transition from high school to post-secondary opportunities and, particularly, for enrollment in college.

**College Fair:** An event at which colleges, universities and other organizations related to higher education present themselves in an exposition atmosphere for the purpose of attracting and identifying potential applicants.

**College Major:** A college major is a concentrated field of study with specific curriculum objectives leading to a degree in the respective discipline.

**Early Action:** Early action is an admissions plan or practice in which a prospective student applies for admissions by early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment with no obligation to the university to enroll, if accepted for admission.

**Early Admission:** Admission to college before completing a traditional four-year high school program.

**Enrollment:** Student matriculation, registration for classes and when applicable, occupancy of college housing.

**Expected Family Contribution (EFC):** The EFC is the amount of money you and your family could be expected to pay for one year of college costs, based on the data gathered from the FAFSA and determined by a federal formula applied to that data. This figure often differs from the actual amount you will be required to pay.

**FAFSA:** This is the Free Application for Federal Student Aid a federal form required as the application from all students who wish to apply for need-based financial aid, including grants, loans and work-study awards.

**Federal Pell Grant:** This grant is a form of financial aid provided by the Federal government to students whose FAFSA indicates a high level of financial need. A college grant does not need to be paid back.

**Federal Perkins Loans:** These loans are similar to Stafford loans in that no interest accrues while you are in college. The interest rate is lower, and the repayment grace period is longer than that of a Stafford subsidized loan. The need-based standards are more stringent for the Perkins loan and funds are awarded based on the FAFSA Student Aid Report.

**Federal Supplemental Education Opportunity Grant Program:** This program is designed to provide additional need-based aid to Pell Grant recipients who have greater financial need/lower Expected Family Contribution (EFC).

**Federal Work-Study (FWS):** This program provides financial aid funds for students through being employed in part-time positions authorized by the schools and the government.

**Financial Need:** Financial need is determined by your family income, assets and the cost of attending your college selection. After determining financial need, your Student Aid Report will indicate the Expected Family Contribution (EFC).

**Financial Aid:** Financial Aid described funds awarded to the student to help pay for his or her college education. Funds may come from the federal or state government, the college at which the student enrolls, or private sources.

**Financial Aid Award Package:** An announcement package, presented to a student and his or her family once the financial aid process is complete, outlining the types of aid for which the student is eligible.

**First-Generation Student:** A student whose parents have no college experience.

**Fraternity:** A selective membership organization of male students at a college or university, a fraternity is associated for a common and, in today's society, largely social purpose or interest. Fraternities are generally identified by letters from the Greek alphabet.

**Grant:** This financial assistance is awarded because of financial need. A grant may be provided by federal or state governments, an institution, a foundation, or some other nonprofit funding source and does not have to be repaid.

**Independent Counselor:** A private college counselor is hired by a student or family to assist in the college planning process by providing individual service and attention. It is important to note that, unlike college counselors and guidance counselors employed by the student's high school, independent counselors do not have access to school records nor are they able to have day-to-day contact with the student and his or her classmates, teachers, coaches advisors, etc., in the school setting.

**Institutional Grant:** This is a need-based grant provided by an institution and offered to students whose families are unable to pay the full cost of college. Institutional grants do not have to be repaid.

**Institutional Loan:** Any student loan administered to the college or university using the institution's funds as the source of funding. Perkins Loans may also be considered institutional loans.

**Liberal Arts College:** A degree-granting institution where the academic focus is on developing the intellect and instruction in the humanities and sciences, rather than on training for a particular vocational or professional pursuit.

**Loan:** This is a financial transaction in which a sum of money is provided, with interest, to a borrower by an institution or individual. The funds borrowed must be repaid, along with the interest that accrues while the funds are kept or used by the borrower.

**Matriculation:** The payment of deposits, tuition, fees and other charges to enroll in a program of studies at an educational institution.

**Merit-Based Grant:** A form of gift aid (does not require repayment) based upon your grade point average, academic excellence and extracurricular involvement with some attention to your financial need.

**Need Based Grant:** This grant is offered, as a part of the financial aid package, when a student and his or her family are unable to pay the full cost of attending an institution. The grant does not need to be repaid.

**Pell Grant:** This is a form of financial aid provided by the Federal government to students whose FAFSA indicates a high level of financial need. A college grant does not need to be paid back.

**Perkins Loans:** These loans are similar to Stafford loans in that no interest accrues while you are in college. The interest rate is lower, and the repayment grace period is longer than that of a Stafford subsidized loan. The need-based standards are more stringent for the Perkins loan and funds are awarded based on the FAFSA Student Aid Report.

**Placement Test:** These examinations are used by institutions to determine the level of coursework a student is eligible to be enrolled in. Such examination may be used for placement in foreign language or mathematics courses or to determine if a student's level of competency warrants exemption from taking a course that is required for graduation.

**Plus Loan:** The Federal Parent Loan for Undergraduate Students (PLUS) allows parents, regardless of income, to borrow up to the total cost of education minus the amount of any other financial aid awarded by the institution or the government.

**Private Institution:** This is a college or university funded by private sources without any control by a government agency. The cost of attending a private institution is generally higher than the cost at a public institution.

**Prospective Student:** Any student who is a potential applicant for admission, particularly those who have shown interest in attending the institution or in which the institution has shown interest.

**Public Institution:** A college or university that receives public funding, primarily from a local, state, or national government that oversees and regulates the school's operation is considered a public institution.

**Recommendations:** Statements or letters of endorsement written on a student's behalf during the college admissions process.

**Religion-Based Institution:** These are colleges and universities established by and currently operating under the auspices, principles, or guidelines of a church, synagogue, or mosque; a denomination; or a particular religion.

**Residence Halls:** Dormitories, apartments, houses, and other living quarters provided for students by the college or university in which they are enrolled.

**Rolling Admissions:** This is a practice used by some institutions to review and complete applications as they arrive, rather than according to a set deadline.

**SAT:** This is a widely used college entrance examination program. This includes the SAT Reasoning Test, which assesses students' critical thinking skills as they relate to the ability to manage college-level instruction. It is a 3-hour exam measuring verbal and mathematical skills, as well as grammar/conventions and the ability to write a brief essay. Students may earn a total of up to 2400 points on the three-hour exam (up to 800 points in each of the exam's content areas: verbal, math, and writing). There are also SAT Subject Area Tests, which are one-hour exams that assess the knowledge of concepts taught in various content area of a high school curriculum.

**Scholarships:** These are a source of financial aid for college provided as a reward for a special talent or academic achievement. Scholarships do not need to be repaid.

**School Profile:** This is an overview of a high school's program, grading system offerings, and other features that is submitted to admission offices along with transcripts to give insight into the academic backgrounds of applicants.

**Sorority:** A sorority is a selective membership organization of female students at a college or university, associated for a common (and, in today's society, largely social) purpose of interest. Sororities are generally identified by letters from the Greek alphabet.

**Stafford Loan:** This is a federal loan student loan for college students used to supplement personal and family resources, scholarships, grants, and work-study. A Stafford Loan may be subsidized or unsubsidized, depending on whether it is need-based.

**Student Retention:** This is the degree to which students remain enrolled as member of the college or university community and persist toward graduation.

**Subsidized Loans:** These loans are need-based loans with interest paid by the government and payments deferred as long as the student is enrolled in a post-secondary program of studies.

**Transcript:** This is the official document containing the record of a student's academic performance and testing history. The transcript must be issued by the school at which a student is or has been officially enrolled and should be certified by the signature of an authorized school administrator. The school's official seal or watermarked school stationary may also be used to authenticate the transcript.

**Tuition:** According to the U.S. Department of Education's National Center for Education Statistics, tuition is "the amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit."

**Undergraduate Student:** According to the U.S. Department of Education's National Center for Education Statistics, an undergraduate student is a "student enrolled in a 4-5 year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate."

**University:** According to the U.S. Department of Education's National Center for Education Statistics, a university is a "post-secondary institution that consists of a liberal arts college, a diverse graduate program, and usually two or more professional schools or faculties, and that is empowered to confer degrees in various fields of study."

**Unsubsidized Loans:** These loans are not need-based and on which interest is charged, beginning at the loan's disbursement and continuing until the loan has been repaid in full.

**Vocational or Technical School:** This type of institution is similar to a community college in that it offers specific career-oriented programs that last from a few months to a couple of years. Most are specialized and offer intense training in one specific skill area.

**Waitlist:** An applicant is put on the waitlist when an admissions officer or committee decides to offer the applicant the opportunity to enroll in the institution only if there is space available in the incoming class after fully admitted student have responded to their offers to enroll. This category of admissions is reserved for students whose profiles are strong, but who are marginally qualified in comparison to the overall strength of others in the pool of applicants.

