

Admission Coordinator Board Report

February 2011

- Prepared applications and data base of freshman to enable support staff to input application data
- Continued to review applications
- Began to make lists of students ECTS would like to accept
- Worked with counselors to revisit districts with low application numbers to increase applications
- Scheduled visits to school districts with counselors to review all new admitted students
- Worked with instructors of 2 yr. programs (Networking/Tourism and Hospitality) to recruit, host students, and organize a new parent/student open house
- Continued to work with instructors and students as STAY Team Leader
- Participated in PLC Guidance and Advisement phone conference
- Worked with marketing team and Mark Perna to continue to develop solid marketing plan to increase enrollment and retention
- Attended 8th grade orientations to high school evenings at Ft. LeBoeuf and will attend the same events at Fairview and General McLane later in February.
- Began to plan student welcome visits at home schools and dinner with teacher event