

Admissions Coordinator Board Report

February 2014

Processed applications and placed applicants on admitted, waited, and waiting with concern list

Met with all sending school Guidance Counselors to review each applicant and agree on admitted students according to space available in each program per district

Worked with office support staff to send acceptance and waiting letters to all applicants

Prepared presentation for Tourism and Hospitality Management and Computer Networking

Presented Tourism and Networking programs to sophomores in sending school districts

Organized the visits to Tourism and Networking for all interested sophomores

Attending an all day workshop designed to help students choose a career path, increase retention, and move into post secondary education