

Admission's Coordinator Board Report

September 2015

The *First 9 Days of School Activities* were a success. Students were engaged and having a good time. Activities are designed to promote team work, allow new students to get to know one another, and retain them at ECTS. Many more pictures are posted on the ECTS Facebook page. Take a moment to check out all of the smiling students.



The recruiting process for Computer Networking and Tourism and Hospitality has been moved up. I am spending the last 2 weeks in September giving presentations about the programs and signing up interested students to visit in November when the 9th grade students are visiting. This will align the application process of all programs.

As I am in the schools this month I am meeting with each ECTS counselor. We are reviewing rosters, discussing students that may need supports to relay the information back to Student Services and Instructors, setting dates for the recruiting process, and discussing any concerns home schools may have. These meetings open the lines of communication for the year. We

had many roster changes the first 2 weeks of September. I will be looking for suggestions from the counselors to express ideas that may assist in having fewer changes.

The first mass mailing to all freshmen will be sent out by the end of the month. This includes a letter outlining the admissions process, an ECTS brochure, and an application. The JOC is on the mailing list. This packet will be coming to each member.

I am in the process of planning the many detail of ECTS presentations in the schools and bringing the freshmen to ECTS to tour as well as the application process. This process includes training ambassadors to greet buses, creating name badges with the 3 programs each individual student wants visit, putting all information on all freshmen into a master data base, planning future mailings, coordinating open house etc.

Several schools have invited me to attend their open houses and freshmen orientations. If I am able I am happy to attend and also look forward to being present at 8th grade moving up activities.

September 23-25 is the PACTA Guidance Counselor meeting in State College. This is a chance to meet other CTE personnel responsible for admissions and learn what is happening at the state level. I appreciate the opportunity to attend.