

DIN: 2010-1-01
Title of Policy: Enrollment Services

Policy

The College is committed to providing efficient and effective enrollment services to its learners. To this end, the College will implement processes and procedures for communicating with prospective learners and clear procedures by which admitted learners can enroll in programs and courses, apply for and receive financial aid for which they are eligible, make registration changes, and graduate.

Purpose

To ensure that the college’s enrollment related processes and procedures effectively and efficiently serve the needs of the institution and the learners, whether prospective or enrolled learners.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Provost	Ensure compliance with policy.
Dean	Ensure that processes and procedures are clearly documented, that measures are in place for the processes and procedures, and that processes and procedures are regularly reviewed for needed improvements. Ensure that faculty, staff and learners know about and follow these processes and procedures.
Enrollment Services personnel, faculty, learners	Ensure that they understand and follow the documented processes and procedures.

Supporting References

Listed below are college document(s) that support this policy:

2010-2-01 Making Initial Contact with Prospective Learners (process)

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 11:50 AM
Document Number:2010-1-01	Rev.	Page 1 of 1	Level #1
Title: Enrollment Services			Implementation Date:
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in student handbook:	<input checked="" type="checkbox"/>