

CONTACT CODES

APPL	Application is the first contact
ARRT	Arranged Tour Group (e.g., high school groups brought here by their teacher or counselor, not in conjunction with a campus event)
CEBE	Campus Event-Bemidji (Includes SeeNTC, Campus Visit Days, TechTuesday)
CERL	Campus Event-Red Lake
CVSC	Campus Visit-Scheduled by individuals or families (not part of event or group tour)
MFOS	Career Day – Fosston, MN
WCLC	Career Day-Cass Lake
MKEL	Career Day-Kelliher MN
MLAP	Career Day-Laporte MN
MNTH	Career Day-Northome, MN
LLCF	College Fair - Leech Lake
MWEA	College Fair – White Earth
MALE	College Fair-Alexandria
MBEM	College Fair-Bemidji
MBRD	College Fair-Brainerd
MDUL	College Fair-Duluth/Superior
NDGF	College Fair-Grand Forks ND
MGRA	College Fair-Grand Rapids
MHIB	College Fair-Hibbing MN
MINT	College Fair-International Falls
MMHD	College Fair-Moorhead/Fargo
MSCL	College Fair-St Cloud
MTRF	College Fair-Thief River Falls
MVIR	College Fair-Virginia/Mesabi
MWAD	College Fair-Wadena
EMAI	Email Contact
FAFS	FAFSA is the first contact
HSVI	High School Visit
JRMP	Junior Mailing Piece (direct mailing, targeted)
MAIL	Letter-Request for Info
MNCF	MN National College Fair
SUSA	Skills USA Competition
TCHL	Tech Challenge (BSU)
TELE	Telephone Call Inquiry
WIPR	Walk-in Prospect

Process Reminders:

- Recruiting personnel will enter the contact codes on all input information they give to Receptionist using the above codes, including internal lists of phone calls, walk-ins, etc. Take the codes from the intranet so it is up-to-date (print each time). If the codes are missing, Receptionist will contact the recruiting person who gave her the information.
- Contact codes are meant for initial contact made with the learner and should never be changed, even if there's a subsequent contact.
- Changes to the list will be made by Data Integrity Specialist

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