

Enrollment In a Day

Presented by
Ryan Hannigan, Financial Aid Counselor
Messiah College
Kelly Fox, Financial Planning Coordinator
Central Penn College

Is this your office? (role play)



Your reactions...



- Why would this student want to come to your school?
- I'm sure that the student is now more confused.
- Do you really like your job?
- Why are you there, to serve the students or yourself?

Situations That May Cause Last Minute Enrollment

- Transfers
- Changing degree or major
- Was not accepted at their first school of choice
- Financial reasons
- Closer to home

Best Practices for Enrollment in a Day

1. Prepare a check list for those last minute enrollees.

Checklist may include:

- Admissions
 - Deposit?
 - All forms received
 - Scholarships available
 - Enrollment dates – first day of classes
- Financial Aid
 - Meet with Financial Aid Counselor
 - Filed FAFSA?
 - Verification documents (if selected)
 - Inform PHEAA of transfer
 - Financial Aid Timeline

Checklist may include: (cont.)

- Registrar
 - All credits transferred
 - Current transcript
 - Signed FERPA statement
 - Schedule of classes
- Business Office
 - Student's Bill
 - Due Date
 - Payment Plan?

Checklist may include: (cont.)

- Advisor (major)
 - Set up meeting
 - Explain what classes are required for major
 - College Book Store
 - Purchase necessary books and supplies
 - What method used to purchase books and supplies?
- Housing assignment
- Meal plans

Checklist may include: (cont.)

- Health Center
 - Medical insurance
 - Aware of any medical problems
 - Disability services?
- Department of Safety
 - Car registration
 - Parking

Checklist
(Example)

1. Target specific groups of students:

Checklist
(Example)

2. Each group has their own checklist:

Checklist
(Example)

3. We close the checklist with the decision process and contact information:

Best Practices for Enrollment in a Day

1. Prepare a check list for those last minute enrollees.
2. Develop a packet or folder of materials.

Packet or folder to include:

- Scholarships and Financial Aid brochure
- "College at a Glance" brochure
 - Majors and programs available at institution
 - Academic opportunities
 - Living on campus
 - Clubs and organizations
 - Athletics and sports
- FAQ brochure
- Checklist
- Campus directory, map and directions to campus

Best Practices for Enrollment in a Day

1. Prepare a check list for those last minute enrollees.
2. Develop a packet or folder of materials.
3. Encourage the various offices to work closely together.

Working with other offices

- Set up regular meetings with other offices on campus
- Get together with other people during breaks or lunch time
- At general all-campus meetings, intermix with others
- Attach a face with a name

Best Practices for Enrollment in a Day

1. Prepare a check list for those last minute enrollees.
2. Develop a packet or folder of materials.
3. Encourage the various offices to work closely together.
4. Develop a handout with contact information.

Contact Information

- Admissions
- Athletics Office
- Business Office
- Counseling & Health Service
- Disability Services
- Financial Aid
- Registrar
- Residence Education
- Department of Safety
- Student Programs

Contact Information (cont.)

Be Sure to Include:

- Office/Department Name
- Contact person
- Brief Description of what the office handles
- Phone number
- Fax number
- Email address
- Web site
- Hours open

Best Practices for Enrollment in a Day

1. Prepare a check list for those last minute enrollees.
2. Develop a packet or folder of materials.
3. Encourage the various offices to work closely together.
4. Contact information
5. Create FAQ's

Create FAQ's (example)

Frequently Asked Questions

- How do I apply for admission?
- What should I do once I've been accepted?
- Will my previous college credits transfer?
- When can I receive an evaluation of my transcript?
- What graduation requirements will I need to fulfill?
- What advising programs are available to transfer students?

Create FAQ's

Frequently Asked Questions

- What advising programs are available to students?
- Is there an orientation program for students?
- What will housing be like?
- Services for students with disabilities?

Best Practices for Enrollment in a Day

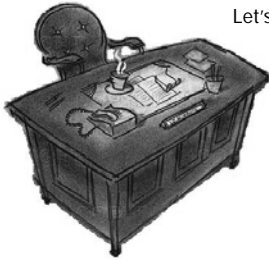
1. Prepare a check list for those last minute enrollees.
2. Develop a packet or folder of materials.
3. Encourage the various offices to work closely together.
4. Contact information
5. Create FAQ's
6. Be encouraging! Be Welcoming!

Be Welcoming! (example)

XYZ College Welcomes Students!

- There are many reasons to come to XYZ College to complete your degree. Each year we welcome many students from other colleges and universities around the country. As a student, you will receive the same quality education and opportunities enjoyed by all students.
- Please feel free to contact the our Office ... if you have any questions. We look forward to serving you. In fact, XYZ College has an admissions counselor specially designated as a resource for students to help guide you through the process.

Or, is this your office? (role play)



Welcome!
Let's talk!