

ENROLLMENT SERVICES

The Enrollment Services Department provides a number of services to students, faculty, staff and members of the community. General information about the college as well as detailed information about policy and procedures provided. The office processes a variety of forms (petitions, school parent agreements, residency questionnaires, registration changes, transcript requests and enrollment verifications, etc.) and performs a variety of functions (admissions, registration, incoming and outgoing transcripts, evaluation of transcripts and applications for graduation). Student academic records are electronically imaged and maintained by this office. Quality customer service and student success are placed as our highest priorities while supporting the mission of the College and serving a diverse population.

Learning Outcomes

- Identify and utilize departmental online services thereby demonstrating independence and responsibility pertaining to admissions and registration;
- Recognize procedure related documents connected to services, i.e., transcript request, petition submission, prerequisite evaluation, application for graduation; and
- Develop an awareness of the important date calendar via information in the online schedule of classes.