

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 2.2.2
Procedure Title: NVC Visit Vista-Saturday Visit Procedures

I. Purpose

Northwest Vista College (NVC) facilitates on-campus Saturday visits in order to recruit prospective students and also to assist interested students in starting their academic career at NVC. Visit Vista provides students with a presentation on why they should attend NVC, the enrollment steps, campus tour and assistance with the enrollment process if interested.

II. Procedure Statement

- A. The NVC Recruitment/Welcome Team is responsible for the planning and implementation of Visit Days in the fall and spring semesters. The Recruitment/Welcome Team work together to identify outcomes for the event. The Recruitment/Welcome team is charged with ensuring there is a welcoming environment to assist students to with their college enrollment process.
- B. The NVC Recruitment/Welcome Team works with various departments on campus to ensure services are provided to students.
 - 1. Determine dates for these events-in accordance with the Saturday work schedule for NVC.
 - 2. Request room reservations and place work orders to ensure room set up for each event.
 - 3. Determine staffing needs for the event and work with other departments, as needed.
 - 4. The Recruitment/Welcome team promotes the event on the NVC webpage with an electronic form to reserve a spot for the event.
- C. Once these dates are in place, the recruitment team will promote these dates through high school visits, flyers and emails to prospective students to create awareness of the event.
- D. On the day of the event, the Recruitment/Welcome team provide students with a NVC presentation that focuses on NVC pre-majors and enrollment information. After the presentation, students will have an option of participating in tour of the NVC campus or receive assistance with the enrollment process. Students who are unable to attend the event are sent an email to invite them to the next campus visit event.
- E. Upon completion of each event the Recruitment/Welcome team will review the processes and the event to determine opportunities to improve the event. We receive feedback from the students via a survey that assists us with improvements for the subsequent event.

Contact for Interpretation: Director, Admissions and Records

Relevant Board Policy: N/A

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: __September 22, 2016__

Approved: _____
Vice President for Student Success