**Admission Office**

The Admission Office is responsible for recruiting, processing inquiries of

prospective students, reviewing applications, and selecting students with input

from Faculty Advisory Committees, the Alumni Office, and the President's Office.

Included in Admission activities are visits to high schools, sponsoring receptions,

hosting campus tours for students, families, and guidance counselors, awarding

non-need based scholarships, and production of brochures and information

sheets.

**Retention Schedule**

**Administrative File.** Records concerning the administration of office

responsibilities including committees, policies, reports, scholarships, etc. Files

may include reports, minutes, correspondence, memorandum, and other related

records.

Disposition Instructions: Maintain in office for 5 years, transfer to College

Archives for appraisal and final disposition.

**Publications.** Published materials used in the activities of the office, including

brochures, information sheets, posters, and booklets.

Disposition Instructions: Transfer 1 copy to College Archives when received

for permanent retention.

**Student Applications File.** Applications for admission to the college as a

student. File may contain correspondence, references, Scholastic Aptitude Test

(SAT) scores and other related records. Files contain restricted information.

Disposition Instructions: Transfer enrolling student applications to

Registrar's Office, removing references and evaluations. Destroy rejected

applications 2 years after date of receipt, if no litigation, claim, audit, or

other official action involving the records has been initiated. If official

action has been initiated, destroy in office after completion of action and

resolution of issues involved. Destroy in office accepted applications of

students who subsequently failed to enroll after 2 years and after

acceptance has expired, whichever occurs later.