Admissions Outcomes 2019-20

Admission Outcomes

1. To evaluate data and procedures to ensure that information and services are available in a timely, accurate fashion
2. To host or participate in events on campus to promote student learning about the college enrollment experience
3. Advance NCTA's retention efforts by:

Tools For Assessment	O1	O2	O3
Host NSE	A	A	
Host Discovery Days	A	A	
Process Applications in a timely manner	A		
Expedite acceptance of conversation rate of students from enrollment to acceptance	A		A
Assist with NSO	X	X	X
Participate in college events to assist in retention	X	X	X
Participate in college events to assist in the admission process		X	
Participate on the NCTA retention committee	X		X
Produced Enrollment Video		X	X

A= Assessment Data Collected; X chance to experience/learn/support

Evidence:

1. **To evaluate data and procedures to ensure that information and services are available in a timely, accurate fashion.**
   a. Application procedures have been defined. All applications are processed, and student packets mailed within a 48-hour workweek timeline. Students are entered on New Student Spreadsheet after payment of fees. Spreadsheet is available to all Student Services Team. Separate spreadsheet set up to track contacts with student/parents with team/club information, general campus information, upcoming events, and process towards enrollment.
   b. Contact is made with non-paid fee students via letter and/or email within 48-hour work week timeline with information on payment options and waivers. Additional contact is made every 30 days until payment or unless student opts out.
   c. Statistical data kept on number of students applied, attended NSE, housing applications/deposits and divisions applied. This information is emailed out weekly to the Dean's office and Student Services.
   d. Information shared with Team coaches about student interest.
   e. Coordinate information between Recruiting and Admissions offices
   f. Attend scheduled NEISIS trainings and zoom meetings.
   g. Work with Student Service team and campus to host activities such as New Student Enrollment and Discovery Days to make sure information and services are available to all incoming students in a timely manner.

2. **To host or participate in events on campus to promote student learning about the college enrollment experience.**
   a. Host New Student Enrollment Day (NSE) - NSE was held in June and July with over 100 students attending. Student Services team coordinated with advisors for registration, IT, completed NCard applications, form

completion, and Financial Aid. For students unable to attend they were offered the option of virtual meetings with advisors for registration or to come to campus on an individual basis and providing the NSE experience 1-1.

b. Host Discovery Days - Three Discovery Days were held with campus tours and information and parents meeting about Financial Aid with Education Quest. Planning for 2020-2021 Discovery Days in progress to include more in-depth information and activities about all divisions and parent activities.

c. Assist with New Student Orientation – completing of required forms, dispersing general information and directions.

d. Produced NCTA Enrollment video posted on NCTA's YouTube page and website to assist in the enrollment process.

e. Coordinate with Student Services team on tours, housing information, registration, and support services.

f. Information packets sent out to all Nebraska AG teacher and School Counselors. Packets also sent to Wyoming, Colorado, South Dakota and Kansas FFA chapters about Dual Credit Program and Discovery Days.

3. **Advance NCTA's retention efforts by:**

a. Participate in college events to assist in retention

b. Participate on the NCTA retention committee – provide information feedback from enrolling students/parents on application procedures and events

c. By moving students from applied to accepted in a quick manner, assists in retaining students to the start of the school year, improving their experience.

d. This position has participated in college events, such as New Student Enrollment and Discovery days, along with recruiting events on campus (ex. FFA events) to assist in the retention efforts of NCTA

e. Produced an enrollment video to streamline process of enrollment to assist in students becoming and remaining students at NCTA.