

**ADMISSIONS & RECORDS**  
Unit Review 2007-2008

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	RESOURCES	COSTS
1	1.3 7.4	To maintain quality services to students amid expanded services which have to be provided by the admissions office and budget cut. (Expanded services added in recent years: online application and registration, e-mail inquiry, outreach programs, distance learning program, degree audit)	<ol style="list-style-type: none"> <li>1. Fill existing vacant positions as they become vacant due to retirement or promotion to other departments.</li> <li>2. Fill temporary seasonal registration assistant positions (the duration of registration has been shortened to meet division budget cut goal)</li> </ol>	<p>Positions on the organization chart of admissions and records should be fully funded.</p> <p>4 registration assistants</p>	<p>N/A</p> <p>Salary for registration assistants \$ 18,000</p>
	1.3 2.3	To encourage students to use computer technology to apply online and register for classes online.	<ol style="list-style-type: none"> <li>1. Provide adequate staffing to operate the help desk function to assist students to use technology to apply online and register for classes online.</li> <li>2. Reset and monitor the online application and registration systems each semester to ensure the system is operating smoothly</li> </ol>	<p>1 temporary seasonal registration assistant to assist students over the phone during the peak registration period.</p>	<p>Salary for registration assistant \$ 4800</p>

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