

EMI Visitors Preparation Responsibility

Once both visits are completed and documented, then the field visit forms with reports should be submitted as a package as instructed on the form and not individually.

1. EMI participants should confirm a mutual visit date with either the Admissions or Registration and Records in advance.
2. EMI participants should be punctual and plan to stay the entire time as prescribed by the curriculum of 3 hours in the admissions/recruitment office or 3 hours in the registration and records office.
3. EMI participants should report to the designated contact in each office according to arrival time and location.
4. EMI participants are expected to take notes and encouraged to carry a digital camera for fully documenting visits.
5. EMI participants must develop a brief essay report of 2 to 3 typed pages addressing the topics listed on the form for each visit. In addition to the required instructions on the field visit form, this report should summarize your conclusions/findings in a narrative fashion regarding an assessment of the perceived philosophy, operational style, dedication and level of institutional buy-in to enrollment management.

The objective is to determine the quality of mutual collaboration or partnerships between Enrollment Service units and Academics regarding the maturity of Enrollment Management structure and if possible what EM model prevails on that campus. (Decentralized offices or silos, Centralized Enrollment Services, Enrollment Services Committee, Dean or Vice President of Enrollment Management)

As a peer review courtesy, you should send a copy of your report summary to the host institution at the same time you forward the packet to EMI Director.

6. Visiting EMI participants should follow up the visit with a courtesy thank you email or written thank you note and also extend the same hospitality for a mutual visit on your campus.