



CACRAO Enrollment Management Institute

FIELD VISIT FORM

The objective of the field visit is to gain insight into the operations within enrollment management.

Name _____

Institution _____

E-mail _____ Phone _____

The following topics are discussion points in investigating similar/contrasting operations/methods/styles. Observations should be noted in a 2 to 3 page typed summary. The summary should include your activities during your visit. Feel free to include your responses to the topics in your summary.

Admissions:

- Review office staffing, structure, and scope of office budget
- Review prospect management system and web outreach
- Review application processing system/technologies and decision methods
- Review master student marketing plan and recruitment campaigns
- Discuss enrollment challenges and collaborations related to registrar, financial aid, deans, VP/VC's and faculty department heads.

Registrar:

- Review office staffing, structure, and scope of office budget
- Review registration system and unique features
- Review web outreach and technologies serving enrollment
- Review calendaring, scheduling, room utilization, and capacity
- Discuss enrollment challenges and collaborations related to admissions, financial aid, deans, VP's, and faculty department heads

Institution Visited _____

Institution Total Enrollment _____

Institution Type: Public Private Two-year Four-year

Date of Visit _____

Admissions/Registrar Validation Signature _____

Admissions/Registrar Title _____

E-mail _____ Phone _____

Arrival Time _____ Departure Time _____

Please return completed form and 2-3 page summary to:

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