Process Name: Prospective Plan RGC
Date: November 11, 2005
Time: 3:30 p.m.
Location: Witt Building Uvalde

Narrative/Description: There are three sources of prospective students available to Sul Ross Rio Grande College. TACRAO or college fairs, email inquires and walk-ins are the main sources for recruiting students. The student data is manually entered into the SIS system on to screen 2E5. The communication plan is implemented and letters along with the requested material is generated and mailed out to the student. A database is kept to help track of all the materials that were mailed out along with their time and day. In conclusion, the data is used for yearly reports and future recruitment activities.

Electronic Inputs: N/A
Manual/Paper Inputs: Enter data from emails and other inquires.

Key Decision Points (list all): Calendar of activities and events
Outcome of tracking processes

Related Policy(s): N/A

Interface to Other Systems: N/A

Web Features: WFS, SRSU-RGC web site

Electronic Outputs: Communication plan
Manual/Paper Outputs: Output files, database, reports

Customer(s): SRSU-RGC Staff, Department Chairs, schools

Regulatory Items: N/A

Frequency/Volume: On going

Potential Break Points: Travel limitations, limited staff, delays with publications.

Automation: N/A

Issues: Manual process should be automated in Banner