

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2472
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DIRECTOR OF ADMISSIONS AND RECORDS

Appointment

1. The Director of Admissions and Records is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Admissions and Records is responsible to the Vice President-Student Services.

Duties

1. Organize and administer the Admissions and Records Office in accordance with local policies, State and Federal regulations.
2. Recommend to the Vice President-Student Services modifications of college policies and procedures affecting the Admissions and Records Office to insure compliance with State and Federal laws.
3. Admission functions of the college, including pre-admission information, processing of applications, determining residence, and compliance with inter-district attendance agreements.
4. Administer all student registrations for the college.
5. Develop (in cooperation with the Director of the Computer Center) procedures for information storage and retrieval for student admission, registration, and records maintenance.
6. Collect data for institutional research and staff reports.
7. Prepare State attendance and enrollment reports, other Federal, State and County reports as requested.
8. Provide information concerning admission and registration for the college catalog, schedule of classes, and other college publications.
9. Supervise the mailing of the college catalog.
10. Supervise and evaluate the staff assigned to the Admissions and Records Office.

11. Staff development activities to provide improved efficiency and professional growth of the staff in the Admissions and Records Office.
12. Prepare and submit to the Vice President-Student Services an annual budget for the Admissions and Records Office.
13. Develop and implement procedures for recording, maintaining, and protecting permanent records.
14. Prepare and maintain student folders, instructor grade records, petitions for program and grad changes, and transcript requests.
15. Develop and implement procedures for the systematic disposal of outdated materials.
16. Process student grade reports, determining and notifying probation and disqualification status of students.
17. Administer funded benefit programs based on student enrollment and certify academic status to the Veterans Administration, Social Security Administration, Department of Public Social Services, and others as requested in accordance with Federal and State regulations.
18. Develop and administer procedures necessary to meet the requirements of the Veterans Administration in the maintenance of student records.
19. Process petitions for graduation, prepare and issue diplomas, certify degree candidates and general education requirements for transfer students.
20. Cooperate with other student services staff members in the operation of the total student services program.
21. Participate in local and state organizations to maintain an awareness of research and innovations pertaining to student admission, registration, and record maintenance.
22. Coordinate Admissions and Records Office procedures with management, faculty, and other offices.
23. Perform other duties as assigned by the Vice President-Student Services.