

## NORTHWEST VISTA COLLEGE PROCEDURE

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Procedure Number: SS 2.2.1  
Procedure Title: NVC College Connection Procedures

### I. Purpose

The Northwest Vista College (NVC) College Connection program provides first-time-in-college (FTiC) students with access to higher education by promoting a program that assists students with the enrollment process. This program works directly with Northside Independent School District (NISD), Lackland Independent School District, Boerne Independent School District, Harmony Science Academy and Southwest Prep. Academy and provides college awareness and assistance through the enrollment process directly at their high schools. In addition to the three touchpoints, the NVC Recruitment team also provides additional campus visit opportunities to assist students through the enrollment process.

### II. Procedure Statement

A. The NVC Recruitment Team is responsible for the planning and implementation of the College Connection program and are involved with content review of information shared. Planning activities for College Connection begin in early August and include the development of the event calendar, organizing planning meetings with respective high schools, logistics, determining activity dates, and establishing needs for each of the visits. The NVC team also provides campus visits to NVC students to provide status updates and assistance through the enrollment process. These events are open to prospective NVC students.

B. The NVC Recruitment Team will work with each respective high school to determine activities during the academic year.

1. Determine planning meeting for each high school by communicating with the high school representative.
2. Work in conjunction with high school representatives to identify dates and identify logistics for each of the three steps: Introduction, Application and assistance with student portal access.
3. Provide high school partners with updates and any changes that are occurring in the enrollment process.
4. Plan on campus events that include room reservations, work-orders for room set ups, logistics for the day and determine staffing needs to the day.
5. The NVC team also provides on-campus visits to NVC students to provide status updates and assistance through the enrollment process. These events are open to prospective NVC students.
6. The NVC Recruitment Team works with the New Student Orientation (NSO) team to identify NSO dates that are specifically available to College Connection participants. These dates are traditionally set for May.
7. During June-August the NVC Recruitment team will continue work with prospective NVC students to help move them through the pipeline and get them orientation ready. This is achieved through email blasts, call campaigns, and additional on campus events.

C. Upon completion of each step of the College Connection program (Introduction, Application, and AlamoENROLL assistance), the Recruitment team gathers information to improve each of the steps for the upcoming year. Upon completion of the program, which occurs in May, the

team will gather all feedback and opportunities for improvement in order to process improve the subsequent academic year.

Contact for Interpretation: Director, Admissions and Records

Relevant Board Policy: F.6.1 – Student Success

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016\_\_\_

Approved: \_\_\_\_\_  
Vice President for Student Success

F.6.1.2 (Procedure) Student Success Responsible Department: Vice Chancellor for Student Success, Vice Chancellor for Academic Success Based on Board Policy: F.6.1 – Student Success Approved: 7-26-11 Last Amended:

The organizational structures, policies, and practices that support student success values and priorities include the following set of actions. These policies and practices are based on research from the Achieving the Dream initiative and other education strategies identified as promoting increased success for all students. The Alamo Colleges are instituting long-term, institution wide practices that support and promote student engagement and commitment to learning while requiring strategies that are proven to increase student success. Preparation for Entering College • Students will complete a series of activities prior to enrollment in the Alamo Colleges. Introductory information will provide students with an overview of expectations to succeed in college, information on financial obligations of college, information on the types of programs available at the Alamo Colleges, and the academic skills required to be successful in each type of program. • Prospective students who require an assessment exam will participate in a preparatory session prior to taking the test. The session includes information on the importance and impact of the exam, how to improve their readiness for college prior to taking the exam, and how the exam results will be used for assisting the student in making choices to be successful in college-level courses. Students are encouraged to take all test scores to advising/orientation sessions to ensure placement at the highest level possible.