

Recommendation for Enrollment

I, _____ (Admissions Representative), hereby grant _____ (Prospective Student) my recommendation of enrollment into the _____ program at the _____ campus to start on this date, ___/___/_____. My recommendation is based upon the following criteria gathered during our interview that took place on this date, ___/___/_____ :

Statements

To the best of my knowledge, the prospective student is not a "perpetual student" or chronic borrower who uses federal financial aid to avoid previous debt responsibilities or to substitute as an income.

Rep Initials _____

I have reviewed the prospective student's Getting to Know You form, and I believe that his or her ability to communicate is sufficient for a college-level program.

Rep Initials _____

The prospective student does not have a criminal background which would significantly prohibit his or her ability to find employment upon graduation. If a criminal background is present, the student has been made aware of the challenges this will pose to employment.

Rep Initials _____

The prospective student will represent the College well by virtue of his or her professional appearance and behavior.

Rep Initials _____

This prospective student is well-suited for the reality of the work he or she will be doing once employed.

Rep Initials _____

This prospective student is motivated to finish the program in which he or she plans to enroll.

Rep Initials _____

This prospective student is pursuing a program in which he or she has real interest, aptitude, and potential.

Rep Initials _____

This prospective student has been cleared for enrollment by Financial Aid and is aware of the financial obligations he or she is responsible for.

Rep Initials _____

The prospective student has received access to the catalog, and I feel comfortable that he or she will comply with college regulations and codes of conduct.

Rep Initials _____

*If in doubt, seek the counsel of the admissions director, campus director, department head, and/or executive office before recommending the student for enrollment. All concerns should be noted in the comments section and when able, should be resolved prior to enrollment.

Comments:

Action*

Do not enroll a perpetual student or chronic borrower.

If the prospective student's writing does not reflect a strong ability to communicate please notify Department Head for further evaluation.

Take into account the nature of the criminal record in relation to the industry standards of the student's desired field. If the student indicates they have a criminal record, run an OSCN background check.

Ensure the student is fully aware of dress code and conduct expectations.

Ensure that the student is educated about the mental, physical, and emotional requirements of the field.

Fully discuss any external factors which might hinder the student's ability to complete the program. Ensure the student has thought of back-up plans in order to succeed.

Help the student find a program in which he or she has aptitude. Partner with instructors to assess a "best fit" for the student.

Direct questions regarding financial aid to the student's financial aid representative.

If a student has a particular concern regarding the college regulations or codes of conduct, make a note of it in the comments section and make sure that the issue is resolved prior to enrollment