

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Student Affairs**

**POLICY/PROCEDURE: General Responsibilities**

**DATE: March 1, 1993**

**NUMBER: 5.00**

**REVISION(s): 12/19/94, 1/26/10**

The Division of Student Affairs is responsible for the administration and supervision of all non-academic relationships between the individual student and the College, from acquainting a prospective student with offerings of the College to, and including, assistance with placement. These responsibilities include but are not limited to:

1. Planning and coordinating the student recruitment program.
2. The development and maintenance of an effective system for pre-assessment, advising and counseling students.
3. Student admissions and registration process.
4. Maintenance of student progress records of all students, by program or course offering.
5. Coordinating and advising on financial aid, including scholarships, work study, veterans programs, and similar subsistence.
6. Establishment and maintenance of an efficient and effective system for determining student census, at all times, in every program, or course offering.
7. Monitoring and coordinating the student activities programs including student government and approved extra-curricular activities.
8. Establishment, monitoring, and auditing of academic and non-academic counseling performed to meet the needs of students for personal advice, part-time employment assistance, housing and similar counseling needed to help the student stay in school and meet the training objectives.
9. Establishment and implementation of all placement activities, and results, including formal and complete reports on each graduate of any program or course for which a certificate or degree is awarded by the College. Information on each graduate, including initial employment data shall be maintained on file.
10. Implementation and maintenance of student survey activities and results, including contact with employers.

11. Assistance in the establishment and implementation of an effective alumni program to maintain liaison between former students and the College which shall include maintenance of appropriate data to support the program activities of the College.
12. Other duties as required to assist the College in maintaining appropriate Enrollment Management.

AUTHENTICATION (Signature):		COPP
_____	1/26/10	
President	(Date)	<b>5.00</b>