CHAPTER VII ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Organization and Structure (7.00 - 7.19)Units and Programs: Policies and Regulations (7.20 - 7.99)

Organization and Structure

7.00 The Area of Enrollment Management and Student Success

The area of Enrollment Management and Student Success is responsible for the admission, registration, and retention of students. The area includes the Office of Admissions, the Records Office, the Center for First Year Experience, the Center for Academic Enrichment, Student Services Programs, and Default Management. The area is presided over by the special assistant to the president for Enrollment Management and Student Success.

7.05 Organization and Administration of the Area of Enrollment Management and Student Success

The special assistant to the president for Enrollment Management and Student Success is appointed by the president and has administrative responsibility for all units of enrollment management and student success. Areas reporting to the special assistant are listed in the current university organization structure (available in the Office of the President). The special assistant shall also have the following responsibilities:

- Provide leadership for all units reporting to Enrollment Management and Student Success
- Recommend appointment, retention, promotion or termination of all personnel assigned to the area of Enrollment Management and Student Success
- Supervise and coordinate the activities of all personnel assigned to the area
- Supervise and evaluate unit directors and supervisors who report to the special assistant
- Support staff development
- Promote coordination among the various units within the area
- Participate in fiscal year budget planning
- Serve as area liaison with external agencies
- Assume additional duties and responsibilities as required by the president

7.10 Units and Areas: Leadership and Responsibilities

Directors and supervisors of the various units in Enrollment Management and Student Success are appointed by the president upon recommendation of the special assistant and

report directly to the special assistant. Directors and supervisors shall have the following responsibilities:

- Oversee daily operation of the unit or program
- Recommend staff appointments, promotions, and terminations
- Supervise and evaluate unit/program staff
- Promote staff development
- Participate in fiscal year budget planning
- Develop and foster appropriate student services/programming/activities
- Facilitate interdepartmental collaboration and development of programs, projects, and grants
- Undertake additional duties and responsibilities as may be assigned by the special assistant

Units and Programs: Policies and Regulations

7.20 The Office of Admissions: Students Admissible

Individuals who are residents of the state of Missouri and who hold a high school diploma or a G.E.D. (General Educational Development) certificate shall be eligible to apply for admission to all classes and departments at Lincoln University. Residency status is determined in accordance with Missouri state law and with the policy set forth by the Missouri Coordinating Board for Higher Education and is detailed in the current undergraduate and graduate bulletins. Additional information is found in the *Missouri Register*, 6 CSR 10-3.010, "Residency Determination Procedure."

Any non-resident graduating from high school with a GPA of at least 2.0 on a 4.0 scale ("C" average) or having a G.E.D. certificate, or any international student applicant deemed qualified to undertake academic work at Lincoln University, is eligible to apply for admission. A non-resident is any person not meeting the determined qualifications for Missouri residency. An international student must possess at least resident alien status as determined by relevant federal statutes before being considered for residency as defined above.

7.20.1 Admission as a First-Time College Student

Required application materials and application deadlines are published in the current undergraduate bulletin. Prospective students must furnish all materials and meet the established deadlines to be considered for admission.

7.20.2 Admission as a Transfer Student

Required application materials and application deadlines are published in the current undergraduate bulletin. Students transferring to Lincoln University must furnish all materials and meet the established deadlines to be considered for admission. Courses to be considered for transfer credit to be applied to the general education program and/or the major/minor program(s) must be from an accredited college or university and must be similar in content to courses taught at Lincoln University. The applicant may be asked to provide a copy of the bulletin or catalog of the institution from which the credit is being transferred. Other regulations regarding transferred courses are found in the current bulletin.

A student who has been suspended from a previous institution may be considered for "special status" admission to Lincoln University under conditions spelled out in the current bulletin.

7.20.3 Admission as a Home Schooled Student

For purposes of admission, home-schooled students shall be required to submit a transcript with the parent's notarized signature. The transcript should demonstrate the student's completion of the Missouri Minimum Core Curriculum or its

equivalency, as determined by the university. The student's official ACT or SAT score will also be required and scholarship eligibility will be determined on an individual basis.

7.20.4 Admission as an International Student

In addition to the regular admission requirements, an international applicant must also demonstrate English proficiency by means published in the current undergraduate bulletin and must also demonstrate means of financial support as detailed in the bulletin. Other requirements for international students will be published in the current bulletin.

7.20.5 Admission as a Visiting Student

A student who is currently attending another accredited college/university may be admitted to Lincoln University as a visiting student in accordance with guidelines published in the current undergraduate bulletin.

7.20.6 Admission as a High School Student

A high school student of junior or senior standing may be admitted on "special student" status in accordance with guidelines published in the current undergraduate bulletin.

7.20.7 Readmission to the University

Any student who has not enrolled at Lincoln University for at least one semester (excluding summer) must apply for readmission to the university. Any previously admitted student is eligible for readmission unless he/she departed under suspension for any reason, in which case the student must satisfy the conditions for readmission as published in the current undergraduate and graduate bulletins. Applicants for readmission must submit materials as required and as outlined in the bulletins.

7.30 The Records Office: Student Records and Policies

The Records Office maintains academic records of current and former students. The Records Office provides summary checks and transcripts to students according to policies outlined below and in the undergraduate and graduate bulletins.

7.30.1 Student Records Policy

Lincoln University shall maintain records pertaining to students for academic purposes. Other records relating to students shall be maintained for particular purposes, such as medical and employment records. Regarding the release and

disclosure of student records, the university follows the guidelines established by the Family Education Rights and Privacy Act (FERPA). Where the law is silent, the university shall be guided by the principle that the privacy of an individual is of great weight, but that as much information in a student's file as possible should be disclosed to the student on request.

The FERPA is available in the Records Office and on line.

7.30.2 Registration Policies

Registration policies are published in each semester's "Schedule of Courses" and in the current undergraduate and graduate bulletins. Policies detail which students are eligible to participate in Advance Registration and which students can self-register on line, among other matters.

Any student with an outstanding balance will be unable to register. (See Chapter IV, section 4.10.1.)

7.30.3 Summary Check of Undergraduate Degree Requirements

After completing at least seventy credit hours, a student must complete a summary check with the Records Office. The summary check verifies those requirements for graduation that the student has completed, except for the major (and minor, if applicable) course requirements, which are approved by the major (and minor) department(s). (This policy also appears in Chapter III, section 3.77.)

7.30.4 Filing for a Degree

A student must file for graduation with the Records Office or through the Lincoln University Web site by the deadline dates as listed in the Academic Calendar, published in the undergraduate and graduate bulletins and on the Web site. A student filing after the deadline date will not be able to receive the diploma until the next graduation period.

Graduate students must file for graduation through the Office of Graduate Studies or through the University Web site. (This policy also appears in Chapter III, section 3.85.)

7.30.5 Requests for Transcripts

A student may request an official transcript from the Records Office at any time. Federal law requires that every request for a transcript must be in writing. An official transcript will be issued if the student's financial accounts are paid in full. The first official transcript is free.

7.40 The Center for the First Year Experience

The Center for the First Year Experience provides services and programs for all first-time freshmen and new students.

Freshman and no-choice advisement is coordinated by professional advisors in the Center for the First Year Experience. All entering first-time students who have not yet chosen a major are advised by the professional advisors in the Center. All entering first-time students who have chosen a major are assigned to designated freshman advisors within the major areas who advise the students until they have achieved thirty credit hours; after thirty hours, students are transferred to permanent major advisors who will assist the students until graduation.

Designated freshman advisors are faculty members within each department who are selected based on the number of freshman students within each major. Freshman advisors are expected to attend training sessions conducted by the professional advisors in the Center, participate in each orientation/registration period, and monitor the progress of students through the freshman year until the student has achieved thirty credit hours. If a student has not declared a major at this point, he/she is advised by professional advisors in the Center until a major is selected.

In addition to responsibility for advisement, the Center director also coordinates the Learning Communities program and GE 101: University Seminar.

Learning Communities

The learning community model offers freshmen the opportunity to register for a grouping of classes organized around a particular theme. As members of a learning community, students benefit from small class sizes, the advantage of developing close relationships with other students in the community, and the opportunity for interdisciplinary experiences.

GE 101: University Seminar

University Seminar, the freshman orientation course, is required for all first-time, full-time freshmen during their first semester and for part-time freshmen by no later than the semester in which they will accumulate sixteen credit hours. Other course provisions and the course description are found in the current undergraduate bulletin.

7.50 The Center for Academic Enrichment

The Center for Academic Enrichment (CAE) provides academic support for all currently enrolled Lincoln University students through the following services and programs:

Professional Tutoring

The CAE staff includes specialists with degrees in English and mathematics who provide free professional tutoring to students currently enrolled in Lincoln University courses. Students may schedule appointments for individual help and are invited to participate in group discussions and exam reviews.

Supplemental Instruction (S.I.)

Supplemental Instruction is a non-remedial, institution-wide academic support program attached to selected courses. Coordinated through the CAE, trained student leaders conduct outside-of-class study sessions designed to help students understand and process the materials covered in classes.

7.60 Student Services Programs

Under the auspices of Student Services Programs (SSP), various programs and initiatives designed to acclimate and aid incoming students are organized and executed. The SSP also provides opportunities for current students to participate in leadership roles. The coordinator of the SSP also serves as overseer for the Title III Student Services Programs grant. Following are activities and responsibilities included within the SSP:

- New Student Orientation
- Week of Welcome (WOW)
- Student Achievement Workshops (SAW)
- The Leadership Program
- Attrition data collection
- Student success data collection

7.70 Default Management

Staff in the area of Default Management are responsible for loan counseling for the Federal Family Education Loan Program (FFELP) and default prevention activities. The goals of this area include reducing the school's overall federal cohort default rate, increasing awareness of alternatives to loan default, and increasing consumer education for at-risk students.