Enrollment Services: Annual Report
For the Fiscal Year 2002-2003
and Budget Request for 2003-2004

I. Unit Title: Office of Enrollment Services
   Unit Administrator: Steve Watson, Dean of Enrollment Services

II. Personnel:

The Office of Admissions and The Office of School Relations and Recruitment are being combined into the Office of Enrollment Services. The following changes in personnel are being made:

Steve Watson
   Title: Dean of Enrollment Services

Debbie Heslep
   Title: Associate Dean of Enrollment Services
   Primary Responsibilities: Oversee daily admissions and recruiting functions

Betsy Elliott
   Title: Director of Community College Relations
   Primary Responsibilities: Recruit community college students

Jane Hall
   Title: Coordinator of Enrollment
   Primary Responsibilities: Coordinate recruiting activities
   Manage scholarship awards

Kristi Pantin
   Title: Coordinator of Student Development Programs
   Primary Responsibilities: Student Orientation
   Campus Tours

Joseph McKee
   Title: Senior Enrollment Counselor
   Primary Responsibilities: Recruit Delta area public schools

Steven Tomaszewski
   Title: Enrollment Counselor
   Primary Responsibilities: Recruit Jackson and Gulf Coast area schools

Laureanne Vance
   Title: Enrollment Counselor
   Primary Responsibilities: Recruit North MS area schools
Heather Maddox
Title: Administrative Secretary
Primary Responsibilities: Process mail
Meet and greet visitors
Oversee student workers

Christie Ayers
Title: Data Entry Clerk
Primary Responsibilities: Data entry

Debbie Abide
Title: Assistant to the Coordinator of Student Development Programs
Primary Responsibilities: Assist in planning and organizing on and off campus recruiting events

IV. Unit Goals:

Unit Goal One
Physically combine the Office of Admissions and the Office of School Relations and Recruitment into the Office of Enrollment Services. This includes name change, moving office space, training staff, ordering new supplies, etc.

Unit Goal Two
Implement new student tracking system.

Unit Goal Three
Increase number of parent orientation sessions from one to two.

Unit Goal Four
Automate the high school transcript evaluation process.

Unit Goal Five
Revamp the processes involved in the Summer Developmental Program and Intermediate Coursework.