Enrollment Management

Admissions and Enrollment

Records Liaison: Linda Dillon

AdmisEnrol1   Applicant Records

All hard copy documentation relating to full-time degree candidates (first year and transfer) and full time non degree candidates applying to the College. File may include but is not limited to application and supplement.

Enrolled- Transfer to Registrar. Not Enrolled- Retain until end of enrollment cycle, shred at next College shred date.

AdmisEnrol2   Annual Enrolled Student List

Printed off list of students who are enrolled for specific class year.

Retain for two years from date of closing file.