

# SEM-EP Candidate Visitor's Responsibilities

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The objective is to determine the quality of mutual collaboration or partnerships between Enrollment Service units and Academics regarding the maturity of Enrollment Management structure and if possible what EM model prevails on that campus, i.e., decentralized offices or silos, Centralized Enrollment Services, Enrollment Services Committee, Dean or Vice President of Enrollment Management. **As a peer review courtesy, you should send a copy of your report summary to the host institution after the SEM-EP faculty have reviewed and approved of your reports.**

The typed summary of your visit should include your SEM conclusions in a narrative format concerning the level of successful cross-functional activities found in the admissions, records, and enrollment offices and how they relate to the academic power structure.

Once all three visits are completed and documented, then the field visit forms with reports should be submitted as a package as instructed on the form and not individually. However, to gauge your progress you may submit your first visit form for critique and feedback before the rest are submitted.

1. Candidates should confirm a mutual visit date with both the Office of Admissions, Records and Registration, and any other enrollment-related division in advance.
2. Candidates should be punctual and plan to stay the entire time as prescribed by the curriculum of 6 total contact hours between enrollment related offices, including the Office of Admissions, the Office of Records and Registration, Financial Aid, and Student Marketing (if applicable).
3. Candidates should report to the designated contact in each office according to arrival time and location.
4. Candidates are expected to take notes and encouraged to carry a digital camera for fully documenting visits.
5. Candidates must develop a brief essay report of 2 to 3 typed pages addressing the topics listed on the form for each visit. In addition to the required instructions on the field visit form, this report should summarize your conclusions/findings in a narrative fashion regarding an assessment of the perceived philosophy, operational style, dedication and level of institutional buy-in to enrollment management. You should also offer any constructive criticism or observations that may help the host site.
  - a. Candidates are encouraged to research and read about some of the leading authorities in Enrollment Management and Enrollment Services. Examples include: Don Hossler, James Black, Michael Dolence, Stanley Henderson, Bob Bontranger, Paul Quann and many others. Visit the AACRAO web site for other references. Learn about models and concepts from these forefathers of the industry.

6. Visiting candidates should follow up the visit with a courtesy thank you email or written thank you note and also extend the same hospitality for a mutual visit on your campus. **As a peer review courtesy, you should send a copy of your report summary to the host institution after the SEM-EP faculty have reviewed and approved of your reports.**