

Host Institution Responsibilities

Institutions that agree to host SEM-EP Candidate visits should prepare to make each visit a meaningful experience. Candidates have approval to take time from their offices, and may need to travel a great distance and with some expense. Equally, host institutions are reserving time, postponing work and investing personnel to accommodate visits.

Host institutions may conduct the visits according to the following instructions, models or as amendable to the dynamics that may exist in the office during the time of visit.

1. The host offices should plan to cover the topics listed on the field visit form; namely how admissions, financial aid, registrar, enrollment management, or any other professional department that majorly supports your enrollment operations functions. This might be subject to availability, but typically departments will reserve anywhere from 60-90 minutes to outline the operation and answer questions.
2. The host office may choose to conduct the visit(s) as follows:
 - a. Designate a sole host for the visit who conducts the entire 4-6 hour experience regarding the field visit topics. This host would be exclusively responsible for reception, covering all material, conduct office tours and arrange for endorsing the field visit form.
 - b. Schedule a series of designated "hand off" staff to permit the candidates to be hosted by two or more in order to not encumber a single staff member for the entire six hour session. This method will distribute the experience and increase the exposure for both candidates and hosts to enrich the visit.
 - c. For high volume requests (uncommon)....host a set of collective visitation date(s) for a number of candidates from various institutions to better manage visits and reduce appointments.
3. If the visit is in-person, the host institution is encouraged to provide lunch suggestions or even join the candidates for further discussion. It is up to the parties if lunch can be courtesy or dutch.