

- 4.6** Recruitment materials and presentations accurately represent the institution's practices and policies. **(Recruitment materials)**

Judgment of Compliance

Compliance

Narrative

Albany State University's (ASU) recruitment materials and presentations clearly and accurately represent the institution's practices and policies. Educational programs and services offered are the primary emphasis of all advertisements, publications, promotional literature and recruitment activities. All statements contained in recruitment materials are factually accurate and current.

Each faculty, staff and student play important roles in the institution's recruitment and retention plan. The University maintains appropriate recruitment materials that accurately represent the institution. One of the primary recruitment tools is the ASU Undergraduate [\[1\]](#) and Graduate Catalogs [\[2\]](#), which describe detail academic and non-academic information for prospective students. Prospective students can explore aspects of Albany State University online from the Office of Admission website [\[3\]](#).

Undergraduate Students

The Office of Admissions serves as the primary office, responsible for recruitment of undergraduate students. The office is led by the Director of Admissions and the unit falls under the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management serves as ex-officio of the University Enrollment Management Committee which members include the Vice President's, Academic Deans and Chairs, Directors of Admissions, Financial Operations, Financial Aid, and the Registrar. The body meets on a bi-weekly basis to assist with all aspects of the university including recruitment and retention.

Graduate Students

Albany State University Graduate School serves as the primary office, responsible for the recruitment of graduate students. The Graduate School is led by the Graduate Coordinator and the unit falls under the Dean of the Graduate School. The Graduate school provides administrative services to all Graduate Programs and also to over 400 graduate students. The Office provides and administers both on and off campus recruitment programs. The Graduate School also provides orientation programs for all students, prospective or likewise.

The Dean of the Graduate School also serves as the primary office, responsible for the recruitment of international students. International Affairs is responsible for the recruitment and orientation of international students. All marketing and recruitment materials involving International Affairs are provided by the Dean of the Graduate School.

Campus Tours

Students may schedule campus tours by contacting the Office of Admissions. The specific procedures and descriptions of the campus tours are located on the ASU Website [4]. The site also contains the latest dates for Campus Visitation, where any prospective student is welcome to visit the campus.

Applications and Recruitment Documents

Undergraduate Applications are made available to students online via the ASU Website. Students may complete an online application for Albany State University at the Georgia Student Finance Commission Website application portal [5].

Each academic department prepares a brochure/flyer that provides information for potential undergraduate students. These brochures/flyers are presented at recruitment fairs, made available to prospective students during visitation, and at civic or other presentations made by faculty and staff. Academic department flyers for both graduate and undergraduate programs are built upon similar templates, but specific to the individual academic program.

International students interested in attending Albany State University may peruse the International Student Handbook [6], which is located on the ASU Website.

Supporting Documentation

- [1] [Recruitment Tools, Albany State University Undergraduate Catalog](#)
- [2] [Recruitment Tools, Albany State University Graduate Catalog](#)
- [3] [Prospective Students can access Albany State University Online, Office of Admissions](#)
- [4] [Descriptions of Campus Tours, ASU Campus Tours and Visitation Day Schedule](#)
- [5] [Undergraduate Applications availability Online, Georgia Student Finance Commission – Application Portal](#)
- [6] [ASU International Student Handbook](#)