

Policy: Recruitment	Number: 802.02
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While it is understood that a formal recruiting process, as might be seen in a conventional college, may not apply to a correctional setting, it will be necessary to conduct some planning and coordination in this area. Therefore the following guidelines will be the policy at Ingram State Technical College.

1. Procedures may differ from center to center, but the Dean of Students will be the College official responsible for coordination of all enrollment activities including recruitment. The Dean's active involvement will be a common factor in all such activities, providing consistency throughout the process.
2. Divisional meetings chaired by the Dean of Students or his/her designee involving Student Services and Instructional personnel will be held for purposes of planning and coordination. Discussion and planning of any recruitment activities will become a regular part of this process, and will be documented in minutes of such meetings.
3. Any problems in communicating or coordinating with ADOC should be referred to the Dean of Students.