

Point

UNIVERSITY

Office of Admission and Enrollment Procedures & Policy Manual 2024-2025

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.

Galatians 6:9-10

Point University Mission & Vision Statement

Mission

The mission of Point University is to educate students for Christ-centered service and leadership throughout the world.

Office of Admission and Enrollment Mission & Vision Statement

Mission

To recruit and assist students seeking a Christian education. To make smooth paths, guide, and educate prospective students and families as they seek a Christian education to further their personal ministry.

Point University Accreditation and Affiliations

Accreditation

Point University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or www.sacscoc.org for questions about the accreditation of Point University. All other inquiries, such as for admission or academic information, should be made directly to the appropriate Point office.

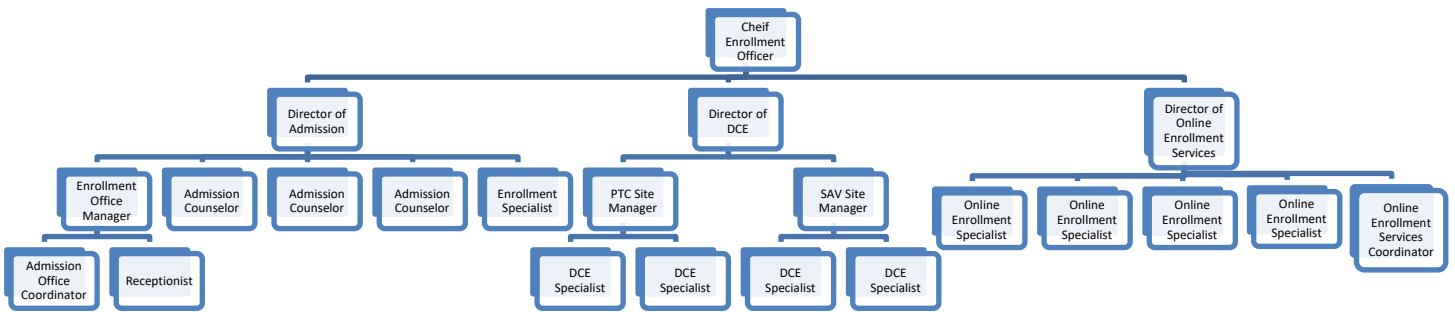
- Point's most recent decennial reaffirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) was approved in 2016.
- For questions or comments regarding Point's accreditation, contact the Vice President for Institutional Effectiveness and Dean of Accreditation, Dennis E. Glenn, PhD.
- All other inquiries about Point – such as about admission requirements, financial aid, or educational programs – should be made directly to the appropriate Point office and not to SACSCOC.
- SACSCOC standards state that it be contacted *only* if there is evidence that appears to support an institution's significant non-compliance with a SACSCOC requirement or standard.

Point's Department of Education, the University's professional education unit, is accredited by the National Council for Accreditation of Teacher Education (NCATE) at the initial teacher preparation level, which was continued by the Continuous Improvement Commission of the Council for the Accreditation of Educator Preparation (CAEP) in 2014. The Georgia Professional Standards Commission (PSC) has granted accreditation to the Elementary Education preparation program (preschool through fifth grade), Middle Grades Education preparation program (fourth through eighth grade), and the English to Speakers of Other Languages (ESOL) endorsement program. Georgia PSC has approved the Secondary Education program in the areas of Biology, English, and History (sixth through twelfth grade).

Point University Affiliations

National Association of Intercollegiate Athletes (NAIA)
Council for Christian Colleges & Universities (CCCU)
Georgia Independent College Association (GICA)

Office of Admission and Enrollment Organization Chart



Office of Admission and Enrollment Calendar of Events & Communication Sequences

Admission Calendar

June

Registration (Starting Point) events
Receive final transcripts for fall students
Summer recruitment (Student Ambassador teams)

July

Registration (Starting Point) events continued
Begin new fiscal year
Summer recruitment continued

August

Registration (Starting Point) events continue
Fall deadline
Classes begin
State dual enrollment funding

September

Fall travel – College fairs, school and church visits
Students officially enrolled
Point Preview events
Search campaigns launched

October

Fall travel
Point Preview – Homecoming
Spring Term recruitment and registration

November

Fall travel
Point Preview events
Spring Term recruitment and registration

December

Counselor outreach
Priority deadline for spring applicants
Winter Holiday

January

Final deadline for spring classes
Spring Registration (Starting Point) event
Spring classes begin

February

Point Preview event
Spring Travel - Partner visits, application assistance

March

Point Preview event

April

DCE Senior Recognition events

Point Preview event

May

Graduation

Fall Registration (Starting Point) events begin

Office of Admission and Enrollment Events

Point Preview

Point Preview will serve as a session for prospective students to connect with current students, faculty, and staff. Prospective students will participate in on-campus events, meals, admission sessions, and a tour.

Registration Event (Starting Point)

Prior to each semester there will be at least one registration event for students to register for classes, finalize housing plans, learn about student life and campus opportunities, and to settle any financial aid issues. All students are required to attend a registration event unless the student is only planning to take online classes – then they may settle all information via email and phone calls. These events are also held at sites (PTC & SAV) as well as partner DCE schools.

Satellite Location Open House

Sites will host information sessions and registration events for students interested in DCE or undergraduate courses offered.

Traditional Admission Office Policies

Orientation, Registration, and the Opening of the Semester

All incoming students are required to attend Registration (Starting Point) and Orientation. Students must attend Starting Point prior to Orientation. Students must attend both events prior to the opening of the semester and beginning classes.

Starting Point: Students will have at least one date available to attend Starting Point. Starting Point will serve as a time for students to register for classes, coordinate financial aid and make payments or establish payment plan with student accounts, confirm housing, and begin the orientation process. Students will be considered “confirmed” or “deposited” after registering to attend the event.

Orientation: All students will attend Orientation during the same time period before the semester starts. Orientation will serve as a time for students to connect with the rest of their incoming classmates and to introduce the general institution policies. Students will be considered “enrolled” after attending Orientation and beginning classes.

Opening of the semester: Students will begin classes directly following Orientation. Students must have all immunizations complete and final transcripts received before moving in and sitting in on classes. Students must also have their bill payment coordinated and paid by the deadline (as determined by the business office).

Application Deadlines

For priority service, application files should be complete and submitted to the Admission Committee by August 1 for the fall semester, December 1 for the spring semester, and May 1 for summer session I. The deadline for summer session II is June 1.

It is required that international applicants have their application file completed and sent to committee by July 1 for the fall semester and November 1 for the spring semester. This is to ensure that there is sufficient time for their visa application to be processed by the U.S. Government.

Athletes will also need to have all files complete and information submitted to the NAIA Eligibility Center in time to ensure all eligibility requirements are met.

If a student has enrolled (i.e. attended Orientation, started classes) and wishes to withdraw, that student must visit the Registrar’s office before the end of the first week of classes in order for tuition to be removed from his or her bill for a zero balance. If a student fails to withdraw before the end of the drop/add period, he/she is responsible for the entire bill for that semester.

Admission and Enrollment Office

Policies and Procedures

CHIEF ENROLLMENT OFFICER: RUSTY HASSELL

General Requirements

Admission policy and decisions are administered by the Chief Enrollment Officer and the Admission Committee of Point University. Admission is granted by the Admission Committee on the basis of satisfactory evidence that a student has the ability to succeed at Point University. In keeping with the Mission and Goals of the University, the admission process seeks reliable confirmation of a student's academic preparation, social development, and openness to spiritual formation in a Christian context.

ACADEMIC ABILITY: Academic ability is normally demonstrated by a combination of possible factors: [1] graduation from an accredited high school or an equivalent, which is required for admission to all programs leading to an associate or baccalaureate degree; [2] high school class standing; [3] the grade point average (GPA) for high school and any previous postsecondary and/or college work; and [4] the scores on a standardized test, such as the SAT (SAT) and/or the ACT Assessment (ACT).

Evidence of graduation from high school or an equivalent may be satisfied by an official copy of one of the following:

1. A transcript from an accredited high school with appropriate preparation for college-level education;
2. A transcript from an accredited college or university with 12 or more earned hours; • A transcript from an International Baccalaureate (IB) Diploma Program;
3. A transcript of home school education that is equivalent to a recognized high school curriculum with appropriate preparation for college-level work;
4. A General Educational Development (GED) certificate, including the standard score for each of the five sub-tests in the battery; or
5. A transcript from a foreign (non-U.S.) high school or the equivalent translated and evaluated by an international credential translation and evaluation service (see below).

If a student has completed a high school diploma (or equivalent), has not completed 12 or more semester hours of transferable credit from a postsecondary institution, and ACT/SAT scores are not submitted, the student may be expected to submit scores from Point University Admission Assessment (PAA) or a comparable exam. Students may take the PAA on a computer at home or public with internet access. Once the test is complete, the scores are immediately delivered to admission office for processing. Scores are not released to student.

TRANSCRIPTS FROM OTHER (NON-UNITED STATES) COUNTRIES OR IN LANGUAGES OTHER THAN AMERICAN ENGLISH: Applicants who graduated from foreign schools or attended foreign colleges (post-secondary) are responsible for the submission of certified, translated and evaluated copies of all final academic records (transcripts) for those educational institutions. The official translation/evaluation must be performed by a recognized foreign credentials evaluation service that is selected by the applicant. The foreign credentials evaluation services accepted by Point include AACRAO International Education Services, InCred (for international student athletes), and services with

membership in the National Association of Credential Evaluation Services (<http://naces.org>) or the Association of International Credentials Evaluators (<http://www.aice-eval.org>). The translation/evaluation of each document must be in American English and provide each of the following with the recommended U.S. academic equivalence: a) Identification of the document (e.g., academic transcript, examination record, diploma, etc.), the issuing institution and its location; b) Explanation of the status of the institution, purpose of the educational program and level of study; c) Confirmation of each credential earned; d) A course-by-course evaluation of all post-secondary (college-level) work that lists each subject studied by academic year with the level of study, credit or semester hours, and grade (A, B, C, D or F); e) The final cumulative (overall) grade point average on a 4-point scale for each educational program. The applicant selects the foreign credentials evaluation service and provides the academic records to it for evaluation (and translation, if required). The certified translation/evaluation must be delivered directly to Point's Office of Admission by the foreign credentials evaluation service. Applicants are responsible for paying all associated fees and costs and for ensuring the timely submission of the certified translation/evaluation to Point. Foreign credential evaluation services typically take three to six weeks (sometimes much longer) to provide evaluation reports.

SPECIFIC CATEGORIES OF STUDENTS: Several categories of applicants have been established to address the specific needs and situations of those applicants. In addition to the normal Application Procedures, other considerations pertain to these classifications: Transfer Students; Readmission Students; Readmission of Military Personnel; Transient Students; Home Schooled Students; Dual Credit Enrollment Students; Undocumented Students; International Applicants; Students Whose First Language Is Not English; and Non-Degree Students.

NOTE: A student's admission to Point University does not guarantee successful completion of any particular program of study. For example, admission into the Teacher Education Program in Early Childhood Education, Middle Grades Education, or Secondary Education requires a 2.80 grade point average at Point and other conditions.

GENERAL PROCEDURES to apply for admission as an undergraduate student: 1. Complete and submit the online application form to Point University. 2. Send an official high school transcript or its equivalent to Point University. If still in high school, submit a transcript with credits and grades achieved thus far and prepare to send a final transcript upon completion of high school or its equivalent. 3. Send an official transcript to Point University from every previously attended and current university, college, dual credit enrollment program, post-secondary school, and/or credit-by-examination testing (e.g., CLEP or AP). If currently enrolled, prepare to send a final transcript upon completion of the term. 4. When taken, send an official report of scores for the SAT I and/or the ACT to Point University (Point's code for the SAT I is 5029; Point's code for the ACT is 0785). See the "Standardized Test Options" policy statement. 5. Any other information the student chooses to submit to the University in order to provide evidence of the ability to do university-level work.

Applicants are encouraged to begin and complete the admission process as soon as possible. Students who do not complete their files until after August 1 for the Fall semester and December 1 for the Spring semester may not be admitted in time for the beginning of the semester. Please see website for deadlines for online terms. Adequate time must be given for other institutions to send transcripts and documentation to Point University. Delays in the admission process could adversely affect housing and certain types of financial aid considerations.

Standardized Test Options: Point does not require applicants to submit standardized test scores (SAT or ACT) in order to be considered for admission. The grade point average from an accredited high school has been determined to be a more reliable predictor of Point academic performance than SAT or ACT test scores. Applicants may choose to submit official standardized test scores in order to demonstrate academic ability and, in most cases, are encouraged to do so. However, applicants may choose not to submit them, especially when they think the test scores are not an accurate reflection of their academic abilities. After reviewing an applicant's file, the Admission Committee may ask the person to submit additional materials in order to establish adequate academic preparation or ability, which could include standardized test scores, information regarding the student's high school education or an equivalent, and/or other objective third-party assessments.

ADMISSION DECISIONS: The Admission Committee makes decisions regarding admission to Point University on a case-by-case basis, weighing evidence regarding the applicant's academic preparation, social development, and openness to spiritual formation in a Christian context. When the items necessary to determine admission are received, the student's application and materials are evaluated and the student is notified of the decision.

ADMISSION AND ATHLETIC ELIGIBILITY: Admission to Point does not determine eligibility for intercollegiate athletics. The NAIA requires all student-athletes who have never played a championship sport in the NAIA to have their eligibility determined before they can play. Every prospective student-athlete is encouraged to go to the online NAIA Eligibility Center (at <http://www.playnaia.org/eligibility-center>) to get complete information and to begin the process. High school graduates and transfer students are required to submit indicators of academic ability directly to the NAIA in order to establish athletic eligibility, which may include standardized test scores (SAT or ACT), even if the test scores were not submitted to Point in the admission process. Point University is not permitted to send academic records to the NAIA on the student's behalf. A person's NAIA eligibility does not ensure admission to Point.

AS SOON AS POSSIBLE AFTER ADMISSION IS GRANTED to Point University and prior to registration as a student:

1. Send a final official transcript of completed high school or postsecondary/college work, if not submitted previously (step 2).
2. Submit a completed Health and Immunization Record form to Student Life Office.
3. Complete a Housing/Commuter Application. Campus housing is administered by the Student Life Office. An admitted student who would like to live in University housing must submit a completed Request for Campus Housing form (this form is retrievable online through the eRez portal after admission) and pay a \$100 refundable security deposit.

Other Procedures and Requirements for Specific Categories of Students

FIRST-TIME FRESHMEN: A new student follows the Application Procedures. Once admission file is complete, Admission Committee evaluates student based on GPA and any other supporting evidence.

TRANSFER STUDENTS: The student who has attended another university follows the Application Procedures with the following stipulation: The student must be in good standing with the university or universities previously attended to be admitted to Point. Students may transfer credits for relevant courses bearing "C-" or higher grades to Point from institutions

accredited as degree-granting by a regional accrediting body for higher education at the time the coursework was completed. Credits from colleges that are accredited by other accrediting bodies, as recognized by the U.S. Department of Education, are considered on a case-by-case basis. Credits from non-accredited colleges are not transferred are also considered on a case-by-case basis. The amount of credit transferable from other institutions varies according to the student's selected degree program. See Credits for Prior Learning (pp. 470-485 of Academic Catalog) and Requirements for Graduation (pp. 487-489 of Academic Catalog), for more details.

READMISSION STUDENTS: A student who has previously attended Point and has been out for more than one year (excluding summer) should submit: (1) a new application; (2) official transcripts of any other universities attended; and (3) must be approved by departments of Student Life, Financial Aid, Registrar and Student Billing for reentry. The Admission Committee will act on an application for readmission on the basis of the quality of previous academic performance, Christian character, social development and the committee's estimate of the student's ability to succeed at Point (though readmission does not guarantee successful completion of any particular program of study). The student is subject to the catalog in effect at the time of the readmission. If a student is readmitted on probation, that student is subject to the University's normal probation and suspension policies.

READMISSION OF MILITARY PERSONNEL: Students who leave the University for military service may reenter the institution upon returning from service. The student must apply for readmission within five years of completion of military service. The eligible veteran is admitted with the same academic status – meaning the same program (or most similar one, if same program does not exist), same enrollment status, same number of credits and same academic status (satisfactory, warning or probation). If the student is not prepared to be readmitted, reasonable efforts by the institution to help the student become prepared will be provided at no extra cost to the student. Point University is not required to readmit a veteran if the University can demonstrate through a preponderance of the evidence that the student is not prepared to resume the program or will not be able to complete it.

TRANSIENT STUDENTS: A person who is in the process of seeking a degree from another university (home institution) and who is in good standing with that university may apply for admission to Point University as a transient student. A transient student is one who is enrolled at Point for one session or semester to take courses which will meet the requirements of the home institution. Such a student must complete an application and return it with a statement from the appropriate academic official of the home institution recommending admission as a transient student, as well as the Transient Student Waiver form. Such a student should be advised by the home institution regarding courses to be taken at Point.

HOME SCHOOLED STUDENTS: Point University admits students who have completed a home school program of study that is equivalent to an accredited high school curriculum with appropriate preparation for college-level work.

The Admission Committee reviews the applicant's completed file and, in some cases if necessary to establish adequate academic preparation or ability, may ask the student to submit additional materials, such as additional information regarding the home school education program, standardized test scores, and/or other objective third-party assessments.

DUAL CREDIT ENROLLMENT (DCE) STUDENTS: Point admits qualified high school students for dual credit enrollment. High school students are considered for DCE admission

on the basis of high school grades thus far and recommendation by a high school guidance counselor. Submission of SAT I or ACT test scores is optional for high school juniors and seniors with a GPA of 3.00 or higher from an accredited high school or the equivalent. Sophomores must submit standardized test scores (e.g., PSAT, PAA, SAT, or ACT) in order to establish adequate academic preparation. Freshmen are not permitted to enroll in DCE program. The student's enrollment at Point must be with the advisement of the guidance counselor and is usually coordinated with the prescribed graduation requirements of that high school.

The Georgia Dual Enrollment (GDE) program of Georgia provides scholarships for students who are dual credit enrolled at a participating eligible high school or home study program in Georgia and at Point University. For state program eligibility requirements, please visit gafutures.org.

The specific procedures to apply for admission to Point as a DCE student are:

1. Complete and send the DCE application online.
2. Send an official high school transcript or the equivalent with credits and grades achieved thus far.
3. Send an official transcript to Point University from every previously attended university, dual credit enrollment program, postsecondary school or credit-by-examination testing (e.g., CLEP or AP).
4. Complete and submit a Dual Credit Enrollment Advisement form (requires counselor and parent signature).
5. If a sophomore student, send an official report of scores for a standardized test (e.g., SAT, ACT, or PSAT) to Point University (Point University's code for the SAT I is 5029; Point University's code for the ACT is 0785).
6. Any other information that is requested or that the student chooses to submit to the University in order to provide evidence of the ability to do university-level work.

The Admission Committee reviews the DCE applicant's completed file and, in some cases if necessary to establish adequate academic preparation or ability, may ask the student to submit additional materials, such as standardized test scores, additional information regarding a home school education program, and/or other objective third-party assessments.

UNDOCUMENTED STUDENTS: A student who is not a citizen of, authorized immigrant to, or authorized resident of the United States, who has been residing in the United States, and who has completed a high school diploma or its equivalent in the United States may apply for admission to Point University. No federal or state law prohibits the admission of undocumented students to a college or requires students to prove citizenship or authorized residency in order to enroll in an institution of higher education.

The Undocumented Students category includes students who have requested and received consideration by the U.S. Citizenship and Immigration Services (USCIS) of deferred action for childhood arrivals (DACA). The International Applicants category is different from that of Undocumented Students inasmuch as the international applicant has not been residing in the United States prior to high school graduation (or the equivalent) and is either seeking to obtain an F-1 (student) visa for entry into the United States or studying currently in the United States on an F-1 visa (seeking to transfer to Point from another institution). International applicants must satisfy the requirements associated with that category.

An undocumented student follows the Application Procedures for admission to Point University. In addition, a student whose first language is not English must submit proof of English speaking and writing proficiencies as part of the admission process (see English Proficiency, p. 510 of Academic Catalog).

Undocumented students are usually not eligible to receive federal financial aid; however, they may be eligible for Point's institutional aid. Therefore, an undocumented student is encouraged to file the FAFSA and check the box of neither citizen nor eligible noncitizen. Scholarships and grants from private organizations and groups may be available and seeking such financial aid is the responsibility of the student.

Undocumented students are advised that Point University cannot guarantee that completion of a Point degree program will result in the ability to secure a specific licensure or certification, such as teacher certification by the State of Georgia. The student is responsible for satisfying the requirements of the entity that grants the license or certificate, which may include documentation of citizenship or authorized residency.

INTERNATIONAL APPLICANTS: An international applicant is defined as a non-immigrant, seeking to obtain an F-1 (student) visa to enter the United States to study at Point University OR a non-immigrant currently studying in the United States on an F-1 visa, seeking to transfer to Point University. In addition to the items cited in the Application Procedures section, international students must also provide the following:

1. Transcripts: Certified, translated and evaluated copies of the academic records (transcripts) from each non-U.S. high school and college attended.
2. English Proficiency: Proof of English speaking and writing proficiencies must be submitted as part of the admission process.
3. Certificate of Finances: Since international students are not generally permitted to hold a job off campus and may work only 20 hours on campus, evidence of financial ability to attend the institution must be supplied. The Certificate of Finances, detailing the means of support and amount of contribution of supporting parties, must be completed with original signatures, and notarized or certified by bank officials.

An I-20 form will be issued to an international applicant only after all documents have been received and final, regular admission has been granted. Any international student admitted to the United States on an F-1 visa is required by federal law to be enrolled for a minimum of 12 credit hours each semester. Point University is only approved to issue I-20 forms for students enrolled full-time in the residential program at West Point campus.

STUDENTS WHOSE FIRST LANGUAGE IS NOT ENGLISH: Applicants must submit proof of English speaking and writing proficiencies as part of the admission process. Official documentation of one or more of the following, sent directly from the issuing agency to Point University, may be used to satisfy this requirement:

1. A transcript indicating graduation from an accredited high school or the equivalent where English was the primary language of instruction and learning;
2. An English-language General Educational Development (GED) certificate, including the standard score for each of the five sub-tests in the battery with a passing score for the Language Arts/Writing test;
3. A Spanish- or French-language General Educational Development (GED) certificate that includes the English as a Second Language (ESL) Test of Reading Comprehension, with the

standard score for each of the five sub-tests in the battery and a passing score for the ESL test (normally, a minimum score of 41 on a 20-80 scale or a minimum score of 450 on a 200-800 scale);

4. A grade of C or higher for an English Composition course completed at an accredited U.S. college and deemed equivalent to the ENG 101 (Critical Reading & Writing I) course at Point;
5. Successful completion of an ESL or Intensive English Program at a U.S. college with a letter of recommendation endorsing admission and enrollment in college-level courses;
6. An SAT critical reading (verbal) score of 470 or higher;
7. An ACT Test score of 18 or higher for English and a score of 22 or higher for Reading;
8. An ACT Compass score of 62 or higher for Writing and a score of 79 or higher for Reading (or an equivalent set of scores on another recognized placement test);
9. A TOEFL iBT (Internet-based) total score of 80 or higher with a minimum score of 20 in each section (Reading, Listening, and Writing);
10. A TOEFL PBT (paper-based) total score of 550 or higher with minimum scores of 55 in Reading, 55 in Listening, and 24 in Writing;
11. A TOEFL CBT (computer-based) total score of 213 or higher with minimum scores of 21 in Reading, 21 in Listening, and 58 in Writing;
12. An IELTS overall band score of 6.5 or higher with a minimum score of 6.5 in the Reading, Listening and Speaking sections and of 5.5 in the Writing section; or
13. An iTEP Academic overall assessment level score of 4.0 or higher with a minimum level score of 4.0 in each section (skill area).
14. A Point Admission Assessment with minimum score of 94 in Reading and a minimum score of 53 in Sentence Skills.
15. A Duolingo Test score of minimum 105.

NON-DEGREE STUDENTS: An abbreviated admission process is available to a person who will enroll in five or fewer credit hours per semester and is not seeking a degree. To apply for admission as a non-degree student, the person must complete an application online and submit a one-page essay explaining your Christian commitment and your desire to attend Point University.

The non-degree student status is normally used by a person who wishes to take courses for continuing education or personal enrichment purposes. Limitations may be set during the admission process and by the Registrar at the beginning of each semester. The University may choose to verify any student-reported data. If the non-degree student desires to seek a degree, enroll in more than five credit hours per semester, or has accumulated 28 total hours at Point, the student must complete the standard application.

GRADUATE APPLICANTS: In order to apply for a Master's program at Point University, a person must:

1. Hold a bachelor's degree (or higher degree) from an accredited college or university with a cumulative grade point average (GPA) of 3.00+ on a 4-point scale. Students who do not meet the GPA requirement—or who graduated from an unaccredited institution—may qualify for “Probationary Admission” (described below).
2. Complete the online Application for Admission available on the Point University website.

3. Submit official academic transcripts from every college or university previously attended. Applicants must contact those institutions and request official transcripts in sealed envelopes sent directly to Admission Office, Point University, 817 3RD Ave., West Point, GA 31833; Attention: Admission.
4. Submit a résumé or curriculum vitae(CV), including contact information (name, telephone number, email address) for two professional references who can speak to the applicant’s character, ability, and readiness for graduate studies. For Master of Transformative Ministry applicants, at least one reference should be a minister or spiritual mentor, who can speak to the applicant’s spiritual maturity and readiness for advanced ministry studies.
5. Submit a well-written, 1- 3 page admission essay that includes:
 - A brief self-introduction
 - Reasons for pursuing the chosen master’s degree at Point University
 - Educational, professional, and personal experiences that have shaped the decision and prepared the applicant for graduate studies
 - Personal life and career goals, and how master’s studies will help accomplish those goals
 - Christian commitment, church involvement, and ministry experiences (applies only to Master of Transformative Ministry applicants)
 - Any additional information the applicant may wish to provide the Admission Committee as it considers the application
6. If English is not the applicant’s first language, demonstrate English speaking and writing proficiency as outlined under “English Proficiency.”

After all required items are received, Point’s Graduate Admission Committee evaluates the application and notifies students of their admission status. If needed, the Committee may request additional information to evaluate the applicant’s readiness for graduate studies. Applicants are encouraged to begin and complete the admission process as soon as possible. Adequate time must be given for other institutions to send transcripts and documentation to the Admission Office. Failure to receive all official transcripts delays processing of an application. An application is valid for one academic year. Updated application forms are required if one year has elapsed since the application was submitted.

Special Communications / Exceptions

Use of the Point Admission Assessment (PAA)

- The PAA will be used to ascertain the academic ability of students without other Test Scores or in specific situations as determined by the admission committee. Acceptable scores are as follows:

Test	Point University
Sentence Skills	53
Online Reading	94
Algebra	64
College Level Math	41
Arithmetic	92

DCE Students Applying for Undergraduate Studies

- If a student is currently enrolled at Point University in the Dual Credit Enrollment program, and wishes to be considered for admission as a undergraduate, freshman applicant, the following documents should be submitted for their file to be presented to the Admission Committee:
 - A new application for admission (as an undergraduate degree-seeking student)
 - An official, updated high school transcript
 - Any additional SAT or ACT scores
 - The admission counselor will also print and include the student's Point University transcript with the file.

Non-Accredited High School Diplomas

- If an applicant attended a school whose accreditation is not recognized by the Georgia Department of Education, it should be communicated that:
 - All applicants to Point University are considered for admission on an individual basis, based upon everything submitted in their application file.
 - There may be cases in which the Admission Committee will request for additional information to be provided by the applicant prior to consideration for admission.
- If an applicant or inquiry specifically asks if Point University accepts high school diplomas from a particular institution, and said institution is determined to be a diploma mill (and is verified as such by the Director of Admission, Chief Enrollment Officer and Chief Academic Officer) it should be communicated that:
 - Diplomas from [said institution] unfortunately fall into a category which we do not accept at Point University. It is generally recommended for students with a diploma from [said institution] to obtain either a GED or earn 24 semester hours of college credit prior to applying.
 - Point University does not communicate with institutions regarding diplomas which they do or do not accept.
 - The term "Diploma Mill" should *never* be used in communications with the student.

Home-schooled Diplomas

- If an applicant was home-schooled, it should be communicated that:
 - Point University maintains the same admission requirements for all of our applicants.
 - All applicants to Point University are considered for admission on an individual basis, based upon everything submitted in their application file.
 - Point University does not require home-schooled students to take the GED.
 - Because home-school curricula vary greatly, we place a higher emphasis on standardized test scores in the admission process for home-schooled students.
 - There may be cases in which the Admission Committee will request for additional information to be provided by the applicant prior to consideration for admission.

GED Diplomas

- If an applicant obtained a GED rather than a traditional high school diploma, it should be communicated that:
 - Point University does consider applicants with GED's for admission.
 - All applicants to Point University are considered for admission on an individual basis, based upon everything submitted in their application file.
 - There may be cases in which the Admission Committee will request for additional information to be provided by the applicant prior to consideration for admission.

- SAT or ACT test scores are required of applicants who would have graduated within the past 5 years.

Technical Preparatory Diplomas

- If an applicant completed a Tech Prep high school program rather than a College Prep program, it should be communicated that:
 - Point University does consider applicants with Tech Prep diplomas for admission.
 - All applicants to Point University are considered for admission on an individual basis, based upon everything submitted in their application file.
 - There may be cases in which the Admission Committee will request for additional information to be provided by the applicant prior to consideration for admission.

Admission Requirements

If a student's file includes satisfactory evidence that the student has the ability to succeed at Point, the student's file may be reviewed pre-committee by the Chief Enrollment Officer or his designee. The student's file will still be submitted to the full committee for official approval, but the pre-committee finding may be communicated to the student as such. The full committee review can rescind the pre-committee decision if something is found to be inconsistent with the University policy or if new information is presented which would change the previous finding. The specific process and requirements are as follows:

The following assumptions clarify the requirements listed above:

- Only college prep or general diplomas will be reviewed by the admission subcommittee.
- The admission subcommittee will only review regular applicants, dual enrollment applicants, and non-degree applicants. Re-admission and graduate applicants must proceed through the admission committee process.
- Transfer students will be considered by the admission subcommittee if:
 - The transfer institution(s) is accredited by a DOE recognized agency.
 - There was no certificate program completed as part of the student's tenure at the institution.
- All other questions about any of this information will not be reviewed by the admission subcommittee and will be submitted to the admission committee for proper review.

Appeal Procedure

- A student may appeal an admission decision by informing an admission counselor and writing a letter detailing why they want to appeal the decision.
- Once the letter has been processed by the admission office, the admission committee will review the file again during the next committee meeting.

Criminal History Procedure

- If an applicant holds a criminal history record, a criminal background check and personal statement must be completed before they can be considered for admission.
- The applicant must fill out the background check release form, as well as supply a picture ID (of which a copy is made). The information is provided to the office of Human Relations.

- The background check and personal statement are included in the applicant’s file for presentation to the Admission Committee. These files must also be reviewed and approved by the Vice President of Student Development.

Mental Health Evaluation Procedure

- If there are any questions or concerns regarding the mental health of an applicant, the admission office will consult all relevant staff (i.e. Director of Spiritual Formation, Chief Academic Officer, counseling personnel, etc.).
- The student may be asked to undergo an evaluation based on the determinations of the consulted staff mentioned above.

Daily function:

Completed files should be reviewed within 48 business hours by Chief Enrollment Officer or designated Director.

Each week during the admission committee, an excel file will be presented to the committee members detailing decisions made during the previous week by the admission subcommittee and the borderline applicants that must be reviewed further by the admission committee.

For Traditional students, the merit scholarship and acceptance letter will be sent out the following day in an acceptance packet. If student is denied or deferred, they will receive an email. For online and DCE students, an email is sent to student with decision.

The goal will be a three-day turnaround for all approved files. Borderline files will be reviewed on a weekly basis by the admission committee.

Scholarship/Financial Aid Guidelines

Merit Scholarship (Freshman)

- For the purpose of merit-based scholarships, a “freshman” is a student with no “outside transfer credit” from another institution, whether accredited or not.
- When determining the status referred to above, dual enrollment courses, advanced placement courses, and CLEP testing credits are not counted as “outside transfer credit.”
- Upon acceptance, a student is automatically considered for merit-based scholarship.
- The Freshmen Merit calculator was created in partnership with Ruffalo Noel-Levitz in 2019 and is available on Admission network.

Merit Scholarship (Transfer)

- For the purpose of merit-based scholarships, a “transfer” is a student with outside transfer credit from another institution other than dual-enrollment courses, advanced placement courses, and/or CLEP testing credit.
- Students transitioning from the Point’s online program will be considered transfer students based on their most current grade point average at Point University.

- Upon acceptance, a student is automatically considered for merit-based scholarship. Transfer merit scholarships are awarded based on the GPA from the most recent institution attended. The following grid is for full-time students and will be pro-rated for part-time.

Transfer Merit Scholarships - 2024-25		
GPA	Award for Year	GPA TO MAINTAIN
> 3.50	\$5,000	3.00
3.25 - 3.49	\$4,000	2.50
2.75 - 3.24	\$3,000	2.25
2.25 - 2.74	\$2,000	2.00

Founders Scholarship

- This scholarship covers all tuition, fees, room and board for two eligible students during the remainder of the student's Point University college career. The Founders Scholarship is renewable based on a 3.0 cumulative GPA at Point University.
- Students seeking enrollment at Point University are only considered for the Founders Scholarship when they have met the following qualifications:
 - Must be an incoming first-year student and must live on campus
 - Possess a 3.5 GPA in high school coursework
 - Possess a combined SAT score (reading and math only) of 1310 (27 ACT)
 - Written essay about why a Point University education is important and why he or she desires to attend the College

Athletic Scholarship

- Athletic Scholarships will follow all NAIA guidelines for affiliate programs. Coaches may determine scholarship amounts for individual players based on these guidelines.

Admission Scholarships

- For updated list of institutional scholarships available for students through the admission process, see point.edu/scholarships.

Presidential Scholarship

- A presidential scholarship may be requested for non-NAIA athletes and other non-athlete students. The Presidential scholarship is reserved for exceptional students with a large balance remaining after receipt of all other financial aid and scholarships. The Presidential scholarship is reviewed on an individual basis by the President and any other relevant staff.

Need-Based Scholarship (Institutional)

- Students seeking enrollment at Point University are considered for need-based scholarships when they complete the regular admission and financial aid processes. Qualification is determined by information retrieved from the student's FAFSA.
- This award is granted purely at the discretion of the Financial Aid Office.

Non-Institutional Financial Aid

- Non-Institutional Scholarships
 - Point University accepts any private or non-institutional scholarships that the applicant is awarded. Once accepted, applicants must have an official letter from the

organization granting the scholarship to be sent to the Student Accounts office in order to credit their account with the pending financial aid award.

- State Financial Aid
 - Zell Miller Scholarship
 - For details see: <https://www.gafutures.org/hope-state-aid-programs/>
 - HOPE Scholarship
 - For details see: <https://www.gafutures.org/hope-state-aid-programs/>
 - Georgia Tuition Equalization Grant (GTEG)
 - For details see: <https://www.gafutures.org/hope-state-aid-programs/>
- Federal Financial Aid
 - Federal Direct Subsidized Loan
 - Student must have remaining need after all grants and scholarships have been applied
 - Amount determined by remaining need and grade level
 - Must check National Student Loan Data System (NSLDS) to make sure that the student has not used his/her full amount of Federal Subsidized Loan eligibility
 - Student must meet school SAP requirements
 - Student must be enrolled at least half-time to qualify
 - Federal Direct Unsubsidized Loan
 - Amount determined by dependency status
 - Can replace EFC
 - Can be the total amount of subsidized loan eligibility and base unsubsidized loan eligibility
 - Student must meet school SAP requirements
 - Dependent students may qualify for an additional \$2,000 per semester if parent is declined for a Federal Direct Parent PLUS Loan
 - Student must be enrolled at least half-time to qualify
 - Federal Direct Parent PLUS Loan
 - Based on parent credit rating
 - Parent must apply and be approved
 - Pell Grant – Students may be awarded Pell grant based on estimated family contribution (EFC) as calculated using the FAFSA (Free Application for Federal Student Aid)
 - Teach Grant – student must be enrolled in an education degree program that will serve students in an area of critical need as determined by the federal government for each state. If the student does not satisfy the work requirements, the grant will flip to an unsubsidized loan with retro-active interest accrued.
 - Federal SEOG (Supplemental Educational Opportunity Grant) – is offered to Pell eligible students at the discretion of the financial aid office.

Student Status Table

Student Status Name	Student Status Definition
Inactive	An applicant who has not communicated with the admission office in 3+ months.
Inquiry	A potential student.
Inquiry Drop	A potential student who has indicated they are no longer interested.
Applied	An applicant who is missing items to complete his/her file for admission committee. Also applies to Applicant Readmit.
Applicant File Complete	An applicant who has submitted all required documents and is ready for Admission Committee review
Deferred	An applicant who has been denied admission pending new/higher test scores or improved GPA.
Applicant Drop	An applicant who has indicated they are no longer interested.
Deny	An applicant who has been denied.
Deny Options	An applicant who has been denied, but given recommendations from the admission committee to improve chances of later admission.
Accepted/Admitted	An accepted student who is missing materials to complete his/her admission file. Also applies for Accepted Readmit.
Accepted Probation	A student accepted on Probation. Must obtain GPA set by academic office by the end of his/her first semester.
Accepted Drop	An accepted student who indicated they are no longer interested.
Deposited	An accepted student who has signed up for Starting Point event.
Confirmed Drop	A deposited student who indicated they are no longer interested.
Move to Student	A deposited student automatically switches to Move to Student so that the Registrar's Office knows they need to enroll the student.
Active	A student who has completed the enrollment cycle and counted present in class attendance.
Withdrawn	An enrolled student who did not graduate, but has left the university.
Graduated	A graduate of the university.

Admission Process

Counselor Assignment

- Once a student enters the admission funnel, he/she will be assigned to an admission counselor.
- Territories are designated within each enrollment team.

New Leads/Inquiries

- Once a contact is entered into CRM as an Inquiry, several letters and emails are sent on behalf of the admission office. Student workers will also contact these potential students to gauge their interest in Point University.

Inquiry Level Processing Documents

- These are students who are not in CRM yet so you will need to add them.
 - Add the student as a New Lead
 - Stamp the document with the date the document was received.
 - Highlight the following items on the document:
 - Name of Student
 - Graduation date (if transcript)
 - Diploma Type (if transcript)
 - GPA (if transcript)
 - Test Scores
 - Select the tab on the left that says “Contact Manager”
 - Select “Documents”
 - Select “Add Documents”
 - Scroll through the list until you find the appropriate document type (AM – WPT...)
 - In the document Status Select “Ok-Approved On File”
 - Fill in the date received!
 - Click “Save”
 - Fill in the appropriate field in “Education” or “Tests” depending on the document type. (See Processing High School Transcripts, College Transcript, Spiritual Reference Form for more details)

Applicant Level

- Once application is received, designated counselor will receive notification and conduct communication sequence, including initial contact email. Applicant automated processes will attach. Communications are logged in Nexus.
- Admission Counselor manages the applicant’s file, answering any questions the student or parent may have concerning Point University or the Admission Process.
- As the necessary documents arrive, the student’s record is reflected in system of record.
- Documents are then stored in system of record. Hard copy of document is stored for one year.
-

Applicant Level Document Processing

- High School Transcripts
 - Stamp the document with the date the document was received.
 - Highlight the following items on the document:
 - Name of Student

- Graduation date
 - Diploma Type
 - GPA
 - Test Scores if they are on there
 - Select the tab on the left that says “Contact Manager”
 - Select “Documents”
 - Select “Add Documents”
 - Scroll through the list until you find the appropriate document type (AM – WPT Official or Final High School Transcript)
 - In the document Status Select “Ok-Approved On File”
 - Fill in the date received!
 - Click “Save”
 - Go to the tab on the left that says “Admissions”
 - Select “Education”
 - Select “Add” in the High School Portion and add the following information:
 - The High School
 - GPA
 - Graduation Date
 - Class Rank
 - Grade Level
 - Once document is entered into Nexus give the document to the student ambassadors to scan the document and link it in Nexus/SchoolDocs. Once they are done they will place the document back in the designated admission counselor bin.
- College Transcripts
 - Stamp the document with the date the document was received.
 - Highlight the following items on the document:
 - Name of Student
 - Immunizations
 - Hours Completed
 - GPA Hours
 - GPA
 - Other Transfer Institutions Listed
 - Test Scores if they are on there
 - Select the tab on the left that says “Contact Manager”
 - Select “Documents”
 - Select “Add Documents”
 - Scroll through the list until you find the appropriate document type (AM – WPT Official or Final College Transcript)
 - In the document Status Select “Ok-Approved On File”
 - Fill in the date received!
 - Click “Save”
 - Go to the tab on the left that says “Admissions”
 - Select “Education”
 - Select “Add” in the College Portion and add the following information:
 - The College
 - GPA

- Hours Completed
 - First and Last Term
 - Grade Level
- Once document is entered into Nexus give the document to the student ambassadors to scan the document and link it in Nexus/SchoolDocs. Once they are done they will place the document back in the designated admission counselor bin.
- ACT/SAT Scores
 - Stamp the document with the date the document was received.
 - Highlight the following items on the document:
 - Name of Student
 - Test Scores for all tests they have taken and that are listed
 - Select the tab on the left that says “Contact Manager”
 - Select “Documents”
 - Select “Add Documents”
 - Scroll through the list until you find the appropriate document type (AM – WPT SAT Scores or ACT Scores)
 - In the document Status Select “Ok-Approved On File”
 - Fill in the date received!
 - Click “Save”
 - Select the tab on the left that says “Admissions”
 - Select “Tests”
 - Add all appropriate tests taken, if more than one add each individual scores every time it appears.
 - Once all scores are entered select “Save”
 - Once document is entered into Nexus give the document to the student ambassadors to scan the document and link it in Nexus/SchoolDocs. Once they are done they will place the document back in the designated admission counselor bin.

Admission Committee

Prior to Admission Committee Meeting

- Once all necessary documents are received, the file is complete and the following items need to be checked off by the admission counselor prior to giving the document to the Admission Coordinator:
 - Gender
 - Social Security Number
 - Date of Birth
 - Marital Status
 - Hispanic/Latino
 - Citizen
 - Veteran
 - Disabled
 - Nationality
 - Ethnic Group
 - Previous Education
 - Agency Sponsor
 - Program (Major on Student Master and in Applicant Folder)

- Shift (on Student Master and in Applicant Folder)
- Expected Start Date (on Student Master, Applicant Folder, and Inquiry Folder)
- If there are several applications on file, see IT to merge them to 1 application (not the same at duplicate applicants).
- Once complete, the Admission Counselor switches student status to Applicant File Complete. Status change notifies office coordinator to add file for committee review.
- Admission Coordinator double-checks all files for committee readiness, prepares committee sheet, and passes these along to the Dean for review prior to committee.
 - If the Dean is unavailable for Admission Committee, the Director of Admission will serve in the Director's stead. If both the director and assistant director are unavailable, the Enrollment Office Manager or senior counselor may serve in their stead.
- Admission Coordinator verifies that all documents are linked in Nexus/SchoolDocs for committee to review as needed.

Admission Committee Meeting

- Admission policy and decisions are administered by the Admission Committee. Admission is granted by the Admission Committee on the basis of satisfactory evidence that a student has the ability to succeed at Point University. In keeping with the Missions and Goals of Point U, the admission process seeks reliable confirmation of a student's Christian character, academic preparation, and social development.
- The Admission Committee, comprised of both faculty and staff, meets weekly, and makes all decisions regarding admission to the college. The committee will choose one of the following admission types for each applicant:
 - *General Acceptance* – Student is fully accepted on the condition that a final transcript is received prior to the start of class, and no significant decreases in performance have taken place.
 - *Probationary Acceptance* – Student is accepted under Academic Probation, with the requirement of maintaining a specified GPA by the end of the first term.
 - A student placed on Academic Probation at their most recent institution must be admitted under probationary status.
 - *Deferral* – Student is not admitted for the current term, but is advised to provide improved additional academic evidence to be reconsidered for the same term without needing to reapply, including improved ACT/SAT scores, PAA or GPA.
 - *Denial* – Student is not admitted into the college.
 - *Denial with Options*– Student is not admitted at the present time. Student is given recommendation of areas to improve before re-applying.
- Admission Appeals Procedure
 - A denied applicant may appeal to the Admission Committee to reconsider their application. Appeal requests must be submitted in essay form. Applicants seeking appeal must show a desire to improve upon areas that are lacking, including, but not limited to, test scores and GPA. The Admission Committee will consider the appeal and make a decision in their next meeting.

Following Admission Committee Meeting

- Designated team member(s) will update Nexus and electronic copy of the committee sheet with the Admission Committee decisions.
- Designated team member(s) will determine and input merit scholarship award into Nexus.
- Committee decisions are shared with appropriate enrollment offices.
- Colleague attaches and prints decision letters the following morning. The Admission Coordinator makes a copy of all decision letters for the file, scan, and link the digital copy to the student's record in Colleague.

- Acceptance letters.
- Any denials or cancelled files are given to the Admission Coordinator for archiving.
- Merit scholarship letters will be printed on the same day as acceptance letters. The Office Coordinator will scan and link these to Colleague and Etrieve as well.

Accepted / Confirmed Levels

- Admitted students are required to submit the following items for their file to be complete, and to register for or attend class.
 - Immunization & Medical History form packet
 - Final Transcript once they have completed courses fully.
 - Housing Application (for students desiring to live on campus) with a \$100 Security Deposit that they MAY be entitled to pending damages after student is completely done living on-campus at Point University.
 - Any students wishing to apply for financial aid must submit the Free Application for Federal Student Aid (FAFSA) online with Point University's school code (001547) as soon as possible so they can be packaged by the Financial Aid Office.
- Admitted students are required to attend a registration event (Starting Point) before their admission file is complete.
- It is the Counselors duty to also complete the following items post-committee meeting:
 - Check all Letters received after printing, if any are missing please see the Office Coordinator.
 - Check to delete ALL applicant emails and letters that attach.
 - Continue to check the status of all emails and letters that attach, if one does not print let us know, if it says cancelled but printed let us know!
 - Double Check all information in Student Fields are Correct.

Withdrawal/Delay of application

- If, at any point, a student wishes to withdraw his/her application, he/she must notify their admission counselor. The admission counselor will change the student status in Colleague.
- If, at any point, a student wishes to delay his/her application, he/she should notify their admission counselor. The admission counselor should change the student status to "Applicant Drop", "Accepted Drop", or "Confirmed Drop" in their application for that semester and then input a new application for the student for the correct start term. If the student was already accepted they do not have to go through the committee process a second time unless the student is taking classes at another institution during their delayed period.
- A student may delay for as long as they choose but must re-apply if they delay for more than a semester, or attend another institution during their delay period.

Document Types

- Final: A transcript is considered final if it was received in a sealed envelope or approved electronic format from the granting institution and includes final grades from all course attempted. For a high school transcript, a final transcript would also include a date of graduation.
- Official: A transcript is considered official if it was received in a sealed envelope or approved electronic format from the granting institution.
- Unofficial: A transcript is considered official if it was not received in a sealed envelope from the granting institution. Opened, student copy, and faxed transcripts are always considered unofficial for admission purposes.

On Campus Housing Procedure

During the 2024 - 2025 academic year, campus housing will be provided in the following locations:

- Living Learning Community (LLC), located within walking distance of the Lanier Academic Center – Two-bedroom, one-bathroom units are home to new and returning students.
- The Lofts, located on Main Street near the dining hall – This suite-style living area provides private bathrooms for each room, along with access to a common kitchen and lounge.
- The Summit – Dorm-style living area with common kitchen, bathroom, laundry and lounge areas.
- The Nest – Dorm-style living area with common bathroom, laundry, and lounge areas.
- Hawk Refuge – Dorm-style living area with common kitchen, bathroom, laundry and lounge areas.
- Skyhawk Landing – Dorm-style living area with common kitchen, bathroom, laundry and lounge areas.
- Town Homes –

Students enrolled full-time (12 or more credits) at Point University, and under the age of 26, are required to live in campus housing until they have completed 60 credit hours and maintain a meal plan. In the case of transfer students, their official class standing with the University will be established by the Registrar's Office via a review of their official transcript, however for the purposes of housing eligibility, the Residence Life and Housing Office will determine a student's status by the number of credits they earned at their previous institution. Meaning, students who have completed 60+ credit hours at their previous institution will be eligible to live independently, however all of their classes may not transfer to Point.

Exceptions to the housing policy are granted to students who are 26 years of age or older, married, have children or are living at home with parents or legal guardians within 50 miles of the Point University campus. All students desiring to live off campus will have to apply for commuter status. To avoid possible charges and additional fines or disciplinary sanctions, students should refrain from making alternative housing arrangements until they have received the results of their appeal. All appeals related to housing and meal plan policies should be submitted to the Residence Life and Housing Committee via the form found at <http://intranet.point.edu/housingexemption/>.

The University reserves the right to remove or deny entry to any person exhibiting suspicious behavior or not abiding by the guidelines set forth in this document. Additionally, the University reserves the right to permit residence to anyone deemed essential to the University's mission. Students who withdraw from campus housing or drop their meal plan before the Add/Drop Date will be charged a prorated amount. Any changes or withdrawals which take place after the Add/Drop Date will not result in a refund of any kind. Residents who are suspended from housing for disciplinary reasons receive no refund.

Students are required to submit a refundable \$100 security deposit before receiving a housing assignment. The deposit is used to offset the costs associated with housing-related repairs and/or fines or may be applied to a student's outstanding balance. Students are required to maintain the full security deposit balance before participating in the annual Housing Lottery or renewing their housing contract. If a student has a balance on their account at the end of the academic year, the security deposit will be applied to this balance. When a student no longer requires campus housing, and they do not have an outstanding balance, they may submit a written request and any remaining security deposit balance will be issued as a refund check to the active address in the student's Nexus portal.

Admission & Enrollment Office Job Descriptions

1. Chief Enrollment Officer
2. Director of Admission
3. Director of Online Enrollment Services
4. Director of Dual Credit Enrollment
5. Site Manager
6. Admission Counselor
7. DCE Specialist
8. Enrollment Specialist
9. Enrollment Officer Manager
10. Admission Office Coordinator

JOB DESCRIPTION

JOB TITLE: Chief Enrollment Officer	FLSA STATUS: Exempt
JOB FAMILY: Enrollment Management	
DIVISION NAME: Enrollment Management	
SUPERVISOR'S TITLE: President	
SUPERVISOR'S NAME: Dean Collins	

APPENDIX II

SUMMARY: The Chief Enrollment Officer is directly responsible to the president and is a member of the leadership council. The Chief Enrollment Officer is charge of the leadership, supervision, and direction for dual credit enrollment, undergraduate enrollment, graduate enrollment, financial aid, and student life functions.	
ESSENTIAL FUNCTIONS	
Responsibilities and Primary Activities	% of Time (%) <i>No less than 10% on any one</i>
Supervisory Responsibilities: <ul style="list-style-type: none"> • Oversee and manage all enrollment management departments including those for the traditional, online and partner programs (including site directors) • Develop and implement strategies to meet and exceed enrollment and new student revenue goals • Create and administer the enrollment department budget to maximize effectiveness and efficiencies • Provide reports, at the request of the president, to reflect the enrollment status of the institution • Collaborate on marketing and strategic planning initiatives with the advancement office to enhance institutional image and outreach • Recruit, train, and develop enrollment management staff for optimal customer service experience and execution of responsibilities • Participate in planning and evaluation with the strategic planning department • Lead retention efforts in collaboration with all institutional departments • Coordinate institutional research for reporting purposes 	75%
Strategic Responsibilities: <ul style="list-style-type: none"> • Initiate conversations with outside organizations about strategic partnerships (i.e. DCE, career, etc.) • Work in collaboration with the president to contribute to and develop various strategic initiatives • Engage key Point stakeholders to develop strategies that enhance recruitment and retention 	25%

POSITION SCOPE & IMPACT
<p>Span of Control (include # direct reports):</p> <ul style="list-style-type: none"> • Five direct reports (Director of DCE, Director of Admission, Director of Financial Aid, Dean of Students, Director of Guest and Community Relations) and OPM
<p>Christian Commitment:</p> <ul style="list-style-type: none"> • Serve as a Christian role model for students, parents, administrators, faculty, staff, alumni and community members. • Represent the University in a positive manner to administrators, faculty, staff, prospective and current students, parents, community members, and visitors through Christian conduct, behavior, and presentation on and off campus. • Demonstrate a vitality of Christian faith through friendship, social ministry opportunities, and church related service.
Minimum Requirements
Preferred Requirements:
Education, Certification, Licenses
Required: Master's Degree in higher education, enrollment management, or similar field; minimum of three years' experience supervising enrollment-related departments; superior customer service, communication, organizational, and interpersonal skills; demonstrate creative problem solving; demonstrate a strong work ethic and desire to take initiative; ability to work independently and function within a service oriented team; ability to manage multiple projects; ability to understand the use of technology; computer literacy skills, and experience in working with diverse populations.
Preferred: Doctorate

JOB DESCRIPTION

JOB TITLE: Director of Admission

FLSA STATUS: Exempt

JOB FAMILY: Enrollment Management

DIVISION NAME: Enrollment Management

SUPERVISOR'S TITLE Chief Enrollment Officer

SUPERVISOR'S NAME Rusty Hassell

SUMMARY:

The Director of Admission serves as the primary supervisor to admission counselors and office administrators in effort to support the Chief of Enrollment in managing the office. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is highly encouraged. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

ESSENTIAL FUNCTIONS

Responsibilities and Primary Activities:	% of Time (%) <i>No less than 10% on any one</i>
<ol style="list-style-type: none"> 1. Administrative duties – immediate supervisor of admission counselors (contacts, travel, processes, training) and office administrators. Assist Chief in working with strategic partners. 2. Admission Events – coordinating and facilitating events such as Point Preview and Starting Point 3. Travel – Recruitment travel as needed to represent university. 4. Marketing & Recruitment – Create, review, and implement marketing and recruitment tools and strategies to promote university. Includes vendor contracts, marketing tools, social media and communications. 	<ol style="list-style-type: none"> 1. 30% 2. 30% 3. 10% 4. 30%

POSITION SCOPE & IMPACT

Christian Commitment:

- Serve as a Christian role model for students, parents, administrators, faculty, staff, alumni and community members.
- Represent the University in a positive manner to administrators, faculty, staff, prospective and current students, parents, community members, and visitors through Christian conduct, behavior, and presentation on and off campus.
- Demonstrate a vitality of Christian faith through friendship, social ministry opportunities, and church related service.
- Represents the college in a positive manner to administrators, faculty, staff, prospective and current students, parents, community members, and visitors through Christian conduct, behavior, and presentation on and off campus.

- Demonstrates a vitality of Christian faith through student discipleship, friendship, evangelism, Bible study, social ministry opportunities, and church related service.

Minimum Requirements

Preferred Requirements:

- High level of initiative and motivation to achieve enrollment goals.
- Ability to supervise and manage the office under the direction of the Chief.
- Proactive demeanor and willingness to explore new options for admission office.
- Ability to fulfill position requirements in a timely and effective manner.
- Ability to plan, develop, implement, market, and evaluate recruitment, marketing, and admission programs and services for undergraduate students.
- Ability to advise, mentor, and motivate undergraduate students.
- Excellent interpersonal, communication, and teamwork skills.
- Excellent organizational skills with the demonstrated ability to multi-task and prioritize.
- Excellent computer skills: word processing, spreadsheets, data bases, desktop publishing, blog writing, and social networking via the Internet.
- Ability to travel.
- Possess superior English language skills, including verbal and written communications, to communicate effectively in writing; via telephone, e-mail, and Internet; to large groups; and one-on-one with administrators, faculty, staff, students, alumni, business leaders, and community members.

Education, Certification, Licenses

Required: Possess a minimum of a Bachelor's Degree from an accredited institution.

Preferred: Preference is given to those with two-three years related experience in the college/university setting (e.g. Telecounselor, College Ambassador program, etc.) and/or sales experience.

Director of Online Enrollment Services

The Director of Online Enrollment Services serves as the primary supervisor of the online enrollment services department. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Immediate supervisor of enrollment specialists in completion of enrollment services, including student communication, admission file completion, and registration.
- Process applications and manage their follow-up to increase applicant conversion. Weekly communication with each student is expected. Prepare student files for Admission Committee review.
- Coordinate virtual events to provide information and support student population. In-person events may be used as well.
- Position requires some travel to recruit new students, attend local events, as well as build partnership and community relations.
- Assist department of strategic alliances and partnerships in creating marketing materials.
- Create and annually review automated system communications.
- Serve as primary contact/liaison to OPM partner for enrollment services.
- Work with Director of Admission to identify high-demand times for each department in effort to support services.
- Track funnel progression and adapt practices to increase conversion.
- Work with office of registrar to complete registration for incoming students in their first semester.
- Attend and assist with orientation events and graduation ceremonies.
- Other duties as assigned as partnership/alliances continue to grow

Required Attributes and Skills

- Bachelor's Degree or commensurate experience
- Outstanding organizational skills; able to multi-task
- Must seek to take the initiative and has demonstrated a strong work ethic
- Ability to provide guidance to and motivate prospective students
- Excellent interpersonal, communication and teamwork skills
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work occasional nights and/or weekends
- 10% travel, some may require overnight stays
- High level of initiative and motivation to achieve enrollment goals
- Ability to supervise and manage the office under the direction of the Chief
- Proactive demeanor and willingness to explore new options for enrollment practices
- Ability to fulfill position requirements in a timely and effective manner
- Possess superior English language skills, including verbal and written communications, to communicate effectively in writing; via telephone, e-mail, and Internet; to large groups; and one-on-one with administrators, faculty, staff, students, alumni, business leaders, and community members

Preferred

- Two to three years of experience sales and/or marketing
- Three years of experience with Campus Management and Ellucian
- Fluency in Spanish and English

Director of Dual Credit Enrollment

Position Description

Point University is seeking a full-time Director to lead, manage and serve the Dual Credit Enrollment (DCE) program at Point University. This position includes working with students interested and enrolled in the program, partnering high schools, high school administrators and parents. Position reports to Dean of Enrollment Management and supervises DCE team members in executing developed processes and strategies on the foundation of Point University's mission.

Duties

Recruitment of strategic partnerships and maintaining partner relations. Facilitating DCE programs at Point sites. Recruitment of DCE students, processing of files, and improving the % of DCE student who transition into the FT Traditional Program. Parental engagement as appropriate. Retention measures, including registration advising of students in program. Working with departments of Academics, Admissions, and Financial Aid through semester and yearly processes associated with DCE and state funding programs.

Requirements:

Minimum:

- Experience working in a higher education environment;
- Commitment to customer service;
- Above-average written, verbal and interpersonal skills;
- Proficiency in the use of computer hardware and Microsoft Office (Word, Excel, and PowerPoint);
- Demonstrated attention to detail and accuracy;
- Ability to work independently and collaboratively;
- Ability and flexibility to handle multiple simultaneous projects, accommodate shifting priorities and meet deadlines; and
- Ability to relate well with students, parents, and school administrators.

Preferred:

- A minimum of two years of related professional work experience in a higher education environment;
- Superior written, verbal and interpersonal skills;
- Demonstrated ability to use MS Excel, including formulas, charts and pivot tables, and data analysis, and statistical software;
- Experience working with a college/university ERP system, preferably Campus Management;
- Knowledge of Georgia Dual Enrollment state program;
- Ability to work effectively with faculty and staff; and
- Superior workload management skills.

Education, Certification, Licenses

- Required: Bachelor's degree from an accredited institution
- Strongly preferred: Master's degree in a relevant field

Site Manager

Position Description

Point University is seeking a full-time Site Manager to lead, manage and serve the Dual Credit Enrollment (DCE) program at Point University. This position includes working with students interested and enrolled in the program, partnering high schools, high school administrators and parents. Position reports to Director of DCE and supervises DCE Specialists in executing developed processes and strategies on the foundation of Point University's mission.

Duties

Recruitment of strategic partnerships and maintaining partner relations. Facilitating DCE programs at Point sites. Recruitment of DCE students, processing of files, and improving the % of DCE student who transition into the FT Traditional Program. Parental and high school counselor engagement as appropriate. Retention measures, including registration advising of students in program. Working with departments of Academics, Admissions, Financial Aid and Georgia Student Finance Commission through semester and yearly processes associated with DCE and state funding programs. Additionally, this position oversees the Site facilities including security, housekeeping and facility upkeep.

Requirements:

Minimum:

- Experience working in a higher education environment;
- Commitment to customer service;
- Above-average written, verbal and interpersonal skills;
- Proficiency in the use of computer hardware and Microsoft Office (Word, Excel, and PowerPoint);
- Demonstrated attention to detail and accuracy;
- Ability to work independently and collaboratively;
- Ability and flexibility to handle multiple simultaneous projects, accommodate shifting priorities and meet deadlines; and
- Ability to relate well with students, parents, and school administrators.

Preferred:

- A minimum of two years of related professional work experience in a higher education environment;
- Superior written, verbal and interpersonal skills;
- Demonstrated ability to use MS Excel, including formulas, charts and pivot tables, and data analysis, and statistical software;
- Experience working with a college/university ERP system, preferably Campus Management;
- Knowledge of Georgia Dual Enrollment state program;
- Ability to work effectively with faculty and staff; and
- Superior workload management skills.

Education, Certification, Licenses

- Required: Bachelor's degree from an accredited institution

Admission Counselor

The admission counselor serves as the primary contact for prospective students interested in academic programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is highly encouraged. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Establishes and cultivates positive college relationships with Christian high schools, public high schools, guidance counselors, churches, youth pastors, community colleges, community organizations, current and prospective students, parents, and alumni for recruitment purposes.
- Processes applications and manages their follow-up (e.g. mailings, e-mail, phone calls) to increase inquiries in assigned geographic territory or targeted student population.
- Advises prospective students and their parents about the admission process and procedures. This includes advisement about the financial aid process and procedures, so as to ensure the enrollment management process is being followed.
- Works collaboratively with other departments to ensure a smooth entry process for new students who enroll at Point.
- Assists with the development and implementation of a comprehensive marketing and recruitment plan for undergraduate prospective students and their parents.
- Assists with the design and execution of recruitment and marketing events, projects and activities (e.g. College Fairs, Skyhawk for a Day, Open Houses, Link, etc.).

Required Attributes and Skills

- Bachelor's Degree
- Demonstrated high level of initiative and self-motivation
- Able to work under strict time constraints to meet deadlines
- Ability to plan, develop, implement, market, and evaluate recruitment, marketing, and admission programs and services for undergraduate students.
- Ability to advise, mentor, and motivate undergraduate students.
- Excellent interpersonal, communication, and teamwork skills.
- Excellent organizational skills with the demonstrated ability to multi-task and prioritize work.
- Excellent computer skills, such as word processing, spreadsheets, data bases, desktop publishing, blog writing, and social networking via the Internet.
- Ability to travel up to 30% and manage an out-of-state and in-state geographic territory.

Preferred

- Preference given to those with two-three years related experience in the college/university setting (e.g. Telecounselor, College Ambassador program, etc.) and/or sales experience.

DCE Specialist

The Dual Credit Enrollment (DCE) Specialist serves as the primary contact for prospective students, parents and high school counselors interested in the DCE programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Recruitment. Facilitating preview events to share DCE program and advantages for students. Visiting partnering and local high schools share information.
- Enrollment. Working with students to complete necessary paperwork for admission process.
- Registration. In partnership with office of registrar, registering students for coursework each semester.
- Funding. Connecting with students, parents, and high school counselors to complete necessary paperwork for state funding processes.
- Retention. Promoting traditional programs to current DCE student in effort to retain for undergraduate studies.
- Work collaboratively with other departments to provide best service for students and partnerships.
- Attend and assist with orientation events and graduation ceremonies.

Required Attributes and Skills

- Bachelor's Degree or commensurate experience
- Outstanding organizational skills; able to multi-task
- Must seek to take the initiative and has demonstrated a strong work ethic
- Ability to provide guidance to and motivate prospective students
- Excellent interpersonal, communication and teamwork skills
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work occasional nights and/or weekends
- 30% travel, some may require overnight stays

Preferred

- Experience in sales, marketing, or education.
- Experience working with Georgia Student Finance Commission and state funding programs
- Fluency in Spanish and English

Enrollment Specialist

The Enrollment Specialist serves as the primary contact for prospective students interested in online programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Process applications and manage their follow-up to increase applicant conversion. Weekly communication with each student is expected.
- Advises prospective students and their parents about the admission process and procedures. This includes advisement about the financial aid process and procedures, to ensure the enrollment management process is being followed.
- Position may require some travel to recruit new students.
- Completes first semester registration for students in alignment with schedule of course offerings and program selection.
- Work collaboratively with other departments to ensure a smooth entry process for new students.
- Assists with the execution of recruitment and marketing events, primarily virtual.
- Attend and assist with graduation ceremonies.

Required Attributes and Skills

- Bachelor's Degree or commensurate experience
- Outstanding organizational skills; able to multi-task
- Must seek to take the initiative and has demonstrated a strong work ethic
- Ability to provide guidance to and motivate prospective students
- Excellent interpersonal, communication and teamwork skills
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work nights and/or weekends

Preferred

- Experience with student information systems, including but not limited to Anthology (Campus Management) and Ellucian.
- Fluency in Spanish and English

JOB DESCRIPTION

JOB TITLE: Enrollment Office Manager

FLSA STATUS: Exempt

JOB FAMILY: Admission

DIVISION NAME: Enrollment Management

SUPERVISOR'S TITLE: Director of Admission

SUPERVISOR'S NAME: Logan Gann

SUMMARY:

The Enrollment Office Manager serves as the primary supervisor to Office Coordinate and Student Ambassadors. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is highly encouraged. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

ESSENTIAL FUNCTIONS

Responsibilities and Primary Activities:

% of Time (%)
No less than 5% on any one

- Supervisor to Admission Office Coordinator and Student Ambassadors. Delegating tasks and responsibilities. 20
- Works collaboratively with other departments to ensure a smooth entry process for new students who enroll at Point. 10
- Processing incoming documents- this includes inputting the information into system, scanning the documents and linking them to the student, and distributing them to their appropriate admission counselor for the hard file. This also includes ensuring all necessary institutions are active and added into the system. Linking the documents into School Docs. 20
- Tracking inventory/Placing orders for replacement materials- this includes printed materials for events, general office supplies, and promotional items to give prospective students. 5
- Preparing files for Admission Committee- this includes creating an excel sheet with basic information on each student and verifying that documents are in order and correct within the individual files. Once decisions have been made for each student, the committee sheet on the network must then be updated accordingly. 5

<ul style="list-style-type: none"> • Printing student letters every morning-this includes verifying all printed information is as accurate as we can confirm within our system. • Advises prospective students about the admission process and procedures. This includes taking applications and advising students about the admission process and procedures, to ensure the enrollment management process is being followed. • Assisting the Assistant Director of Admission with event planning- this includes preparing schedules, contacting student workers, set-up and prep for the event, and participation in the event. • Answering the main admission office phone line and assisting callers with questions or directing them to the appropriate counselor or office. • Minimal travel for recruiting on events held at Point sites • Other duties as assigned by Dean of Enrollment Management 	<p>%</p> <p>10</p> <p>5</p> <p>10</p> <p>10</p> <p>5</p>
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POSITION SCOPE & IMPACT
Span of Control
<p>Christian Commitment:</p> <ul style="list-style-type: none"> • Serve as a Christian role model for students, parents, administrators, faculty, staff, alumni and community members. • Represent the University in a positive manner to administrators, faculty, staff, prospective and current students, parents, community members, and visitors through Christian conduct, behavior, and presentation on and off campus. • Demonstrate a vitality of Christian faith through friendship, social ministry opportunities, and church related service.
<p>Minimum Requirements</p> <ul style="list-style-type: none"> • High level of initiative and motivation to achieve enrollment goals • Proactive and positive demeanor and willingness to explore new options for admission office • Ability to accommodate minimal travel. May require overnight travel. • Ability to work some nights and weekends • Ability to fulfill position requirements in a timely and effective manner • Possess a high level of energy, along with the ability to hear, talk, walk, and sit for extended periods of time. • Ability to mentor and motivate graduate and undergraduate students • Excellent interpersonal, communication and teamwork skills • Excellent organizational skills with the demonstrated ability to multi-task and prioritize work • Excellent computer skills
Preferred Requirements: 3 years of CampusVue experience
Education, Certification, Licenses

Required: Minimum of a Bachelor's degree from an accredited higher education institution or commensurate experience.
Preferred: 2-3 years of sales/marketing experience; Bilingual

Admission Office Coordinator

Point University is a private liberal arts institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Point University Admission Office Coordinator position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits, following processes, and taking initiative in project planning are must haves to succeed in this position and in the work environment. Data entry and accurate weekly imports are also the responsibility of the Coordinator. Other duties as assigned by the Enrollment Office Manager, Director of Admission, or the Chief Enrollment Officer.

Primary Responsibilities:

- Processing incoming documents- this includes inputting the information into system, scanning the documents and linking them to the student, and distributing them to their appropriate admission counselor. This also includes ensuring all necessary institutions are active and added into the system. Linking the documents into School Docs.
- Admission process support -this includes taking applications and advising students about the admission process and procedures as well as completing student data processes to ensure proper communication and execution.
- Works collaboratively with other departments to ensure a smooth entry process for new students who enroll at Point.
- Tracking inventory/placing orders for replacement materials-this includes printed materials for events, general office supplies, and promotional items to give prospective students.
- Preparing files for Admission Committee- this includes creating an excel sheet with basic information on each student and verifying that documents are in order and correct within the individual files. Once decisions have been made for each student, the committee sheet on the network must then be updated accordingly.
- Printing student communications daily-this includes verifying all printed information is as accurate as we can confirm within our system.
- Managing admission vehicle reservations and maintenance.
- Supervising Student Ambassadors who serve in office.
- Assisting the office with event planning and any other office duties as assigned.
- Answering the main admission office phone line and assisting callers with questions or directing them to the appropriate counselor or office.
- Minimal travel for recruiting and events held at Point sites.

Education and Experience:

A bachelor's degree from an accredited institution or applicable work experience is preferred. Candidates need the ability to prioritize and accomplish tasks from supervisor, staff members and students, ability to multi-task, and ability to work in a team environment.

Job Description Student Ambassador

Mission Statement: The Student Ambassador Program (SA) is designed to enrich and support Point University through various activities related to recruiting prospective students and welcoming special guests to the campus. Ambassadors introduce guests to the Point experience, including the social, academic, and spiritual aspects of the university while providing a positive experience for all Point guests.

Supervision: Ambassadors will report directly to the Admission Office Coordinator or to the Enrollment Office Manager.

Requirements:

1. Minimum GPA of 2.5
2. Must have attended a minimum of one full semester prior to application.
3. Commitment period is one school year (August – May), with opportunity to reapply (students may be added at the beginning of the spring term).
4. Responsible, reliable and consistent individual.
5. Enthusiastic and knowledgeable about Point.
6. Excellent relational and listening skills with a variety of personalities and people.
7. Visionary in outlook and positive in attitude.

Ambassadorial Duties:

There are three Student Ambassador positions:

1. Campus Tour Guide

- Give Campus Tours
- Work at campus preview events: Starting Point, Point Preview, etc.
- Attend ambassador meetings and training sessions

2. Tele-counselors

- Call prospective students inquiries
- Data-Entry
- Various other duties as assigned by Admission staff

3. Office Assistant

- Answer and maintain general Admission e-mail account.
- Data-Entry
- Event preparation
- Various other duties as assigned by Admission staff

Attire:

- Ambassadors giving campus tours should dress business casual.
- Ambassadors working in the office should wear business-casual to casual attire, as appropriate.
- For campus preview events, ambassadors should wear the assigned shirt and supplied nametag.

Attendance:

Ambassadors are required to arrive on time for work. If an ambassador will be late or cannot come to work, they must contact a member of the Admission staff as soon as possible. Hours will be flexible during midterm and finals week. Ambassadors are not required to remain on campus during Fall, Thanksgiving, Christmas and Spring Breaks.