

Policy Name: Recruitment
Policy Number: ADM 1.06
Title of Policy Owner: Student Services
Approved by: Executive Council
Effective Date: 8/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Recruitment

II. Purpose

Define the recruitment practices and guidelines of Southside College of Health Sciences and ensure that recruitment materials and recruitment practices accurately represent the programs offered at Southside College of Health Sciences.

III. Scope

This policy applies to all associates of Southside College of Health Sciences.

IV. Definitions

None

V. Policy Details

Southside College of Health Sciences (SCHS) seeks to recruit and admit qualified applicants without regard to race, color, religion, age, marital status, national origin, gender, sexual orientation, military veteran status or disability. Admission into all programs at the SCHS is competitive. An applicant who meets all admission requirements is not guaranteed admission to the program. All recruitment and marketing functions are coordinated by the Office of Student Services in conjunction with, program faculty, the directors and their respective program admission and progression requirements.

This policy and all admissions criteria are in accordance with the Americans with Disabilities Act. Southside College of Health Sciences is an equal opportunity education institution.

Marketing and recruitment materials accurately reflect the academic programs offered by Southside College of Health Sciences. The Director of Student Services collaborates with program directors to ensure that all recruitment publications follow institutional accrediting agency guidelines as outlined in the College catalog. These standards/guidelines inform all advertising, promotional literature, publications and recruitment activities.

College recruitment efforts are performed by qualified personnel. The following list provides detail regarding recruiting procedures:

- Recruitment materials are reviewed annually to ensure program information is accurate and consistent based on the College catalog, website and other publications.
- All advertising and student recruitment activities and publications follow accreditation standards and guidelines.
- Admission representatives follow the National Association for College Admission Counseling (NACAC) and American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines in relationship to ethics and recruiting practices.
- Admission representatives participate in a variety of recruiting events throughout the year. These events include high school college fairs, career fairs, professional development events and various community health fairs and events. Information sessions are held for the general public.

VI. Attachments

None

VII. Related Policies

ACA 1.02 Core Performance Standards for Admission and Progression

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council