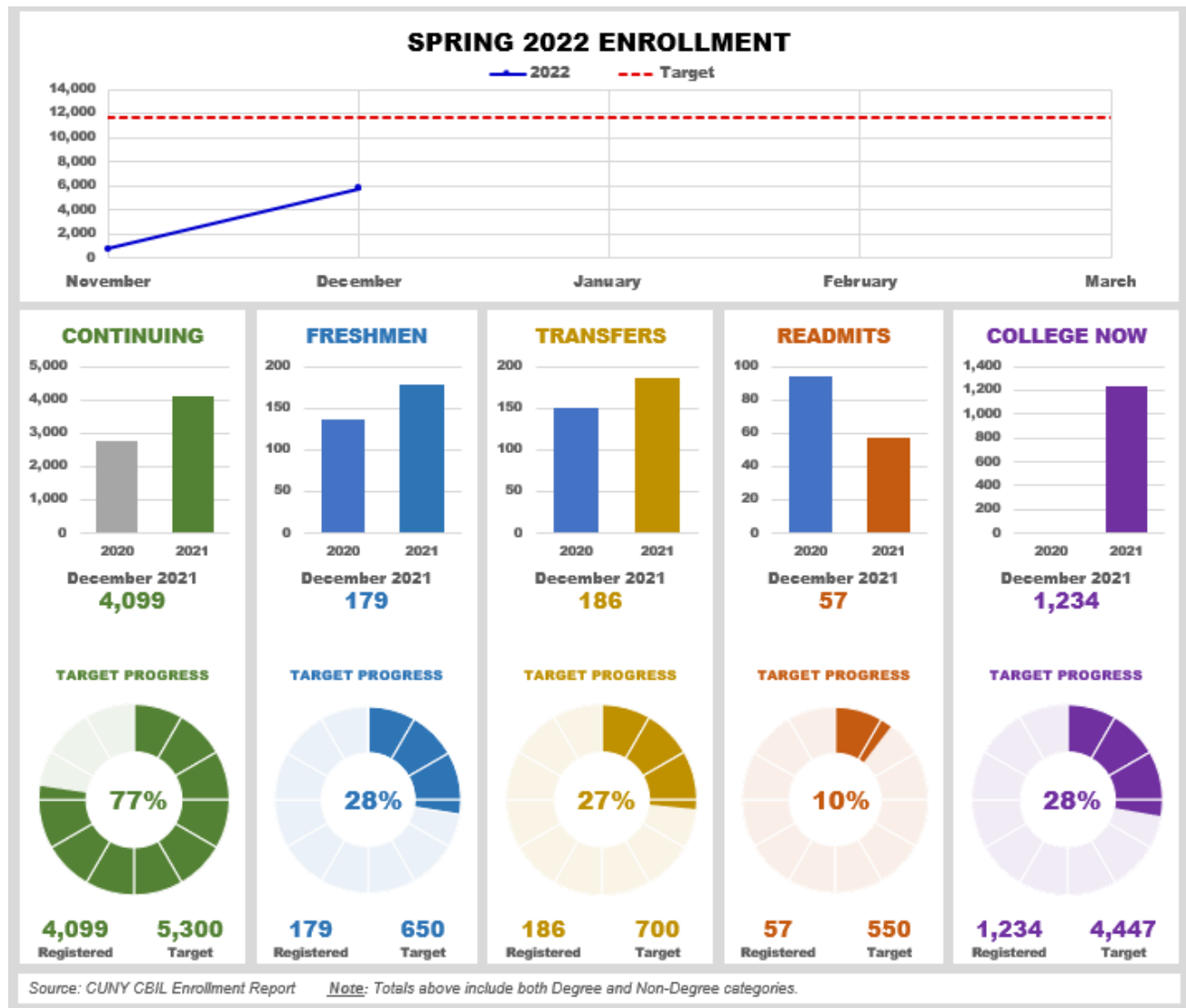# Enrollment Management Update – January 2022
1/3/2022

Dear Campus Community,

Please find attached the Enrollment Management Update for January 2022. In addition to reporting enrollment stats, we are also providing a summary of college-wide efforts to improve enrollment. Feel free to reach out if you have any questions or need more information.

Enrollment:

Below are the enrollment numbers as of December 31, 2021.

College Now enrollment does not generate FTE's for the college and tends to enroll most of their students after the semester has started.

Source: CUNY CBIL Enrollment Report   Note: Totals above include both Degree and Non-Degree categories.

- **Welcome Back!**
  - For those who were able to take some time off during the holidays welcome back and Happy New Year! We are looking forward to a great semester ahead as we begin our Winter 2022 classes today!

- **Winter 2022**
  - On Wednesday, December 22nd, we dropped **99** students from their in-person or hybrid courses who failed to upload their vaccination information by December 20, 2021. Students received information encouraging them to register for online courses and to ensure that their vaccination information is uploaded in time for Spring 2022 classes.

    Last date to upload your vaccination information before being dropped:
Spring 2022	Wednesday, February 23, 2022
Summer 2022	Friday, June 10, 2022

  - Students were cautioned that if they re-register for an in-person or hybrid course in the Winter, they will be dropped again. Registrar will continue to review the list of students registered and drop any who have not complied with the vaccination policy.

- **Fall 2022**
  - Admissions has received their first recommendation file for Fall 2022. The team will be reaching out to students to notify them that there's still time to apply and register for Spring 2022 in order to invite them to start earlier. Students who are interested will have their applications moved to Spring 2022 and be invited to meet with an advisor.

- **International Students**
  - International students who wish to acquire an I20 visa to enter the country and study, must show that they have registered for at least one hybrid or in-person class. Colleges must guarantee this in writing, in order for their visa to be processed.

- **Recruitment Life**
  - An online survey has been sent to all of our Recruitment Life volunteers to gauge their interests. This information will be utilized to match volunteers to upcoming recruitment events, which will begin in mid-January. Feedback provided in the survey is being used to brainstorm new recruitment initiatives. If anyone is still interested in joining Recruitment Life, please email Wenddy Zepeda, Associate Director of Recruitment, at wzepeda@kbcc.cuny.edu.

Registrar Important Dates

Sun. Jan. 2	**College Closed**
Sun. Jan. 2	LAST DAY for 100% Tuition Refund
Sun. Jan. 2	LAST DAY to file Permit request
Mon. Jan. 3	**CLASSES BEGIN** - **DAY & EVENING**
Tue. Jan. 4	Enrollment period opens for NELNET payment plan for Spring 2022 tuition (Winter 2022 balance may be included)
Wed. Jan. 5	**LAST DAY** to change a section or add a class for Winter 2022
Thur. Jan. 6	Verification of Enrollment Rosters Available to Faculty
Thur. Jan. 6	**COURSE WITHDRAWAL DROP period opens** - Grade of "WD" is assigned to students who officially drop a class
Fri. Jan. 7	LAST DAY for 50% Tuition Refund
Tues. Jan. 11	LAST DAY to drop courses for 25% Tuition Refund
Tues. Jan. 11	**LAST DAY** to apply for Deletion of Winter 2022 Courses (From Student Transcripts)
Tues. Jan. 11	Verification of Enrollment Roster Due from faculty
Wed. Jan. 12	**WN Grades** assigned
Wed. Jan. 12	**Course Withdrawal period opens** - Grade of "W" is assigned to students who officially drop a class (For 6-week session only)
Mon. Jan.17	**College Closed - No classes scheduled**
Tue. Jan. 18	**Day and Evening Classes Follow Monday schedule**
Tue. Jan. 18	**Last day** to appeal final grade from Fall 2021 Regular academic session
Tue. Jan. 18	NELNET payment plan enrollment period opens for Spring 2022 tuition.
Fri. Jan. 21	**LAST DAY** for students to appeal "WN" grades

Virtual Front Desks:

Admissions Information Center (AIC)	M-F 10-4pm	https://zoom.us/meeting/register/tJ0uce2grjMoGdXpMYNI9zWxyrcjBYiIPy3q
	T, W 4-6:30pm	https://zoom.us/meeting/register/tJ0scO6qrTopH9Z_S0Q6Po5vHAbcOA6r0vv8%20%C2%A0
Financial Aid	M-F 10-4pm	https://bit.ly/KCCFACOUNTER
	T, W 4-6:30pm	https://zoom.us/meeting/register/tJ0scO6qrTopH9Z_S0Q6Po5vHAbcOA6r0vv8%20%C2%A0
International Student Affairs (ISA)	M-TH 10-4pm	https://zoom.us/meeting/register/tJ0uce2grjMoGdXpMYNI9zWxyrcjBYiIPy3q
One Stop Center	M-F 10-4pm	https://zoom.us/meeting/register/tJ0scO6qrTopH9Z_S0Q6Po5vHAbcOA6r0vv8%20%C2%A0
	T, W 4-6:30pm	https://zoom.us/meeting/register/tJ0scO6qrTopH9Z_S0Q6Po5vHAbcOA6r0vv8%20%C2%A0
Registrar's Office	M-F 10-4pm	https://zoom.us/meeting/register/tJ0of-mqrzojGt2IykwgOIYP-PBxZ-MPfvxe%C2%A0%C2%A0
	T, W 4-6:30pm	https://zoom.us/meeting/register/tJ0scO6qrTopH9Z_S0Q6Po5vHAbcOA6r0vv8%20%C2%A0

- **Enrollment Virtual Front Desks Traffic**
  - o Students are being referred to the Enrollment Virtual Front Desks for help with Admissions, Financial Aid, Registrar, or the One Stop Center. Below is the comprehensive chart for all the traffic <u>last</u> month.

ENROLLMENT MANAGEMENT VIRTUAL VISITS
December

33% OF WEEKLY TOTAL	54% OF WEEKLY TOTAL	12% OF WEEKLY TOTAL	11,374
3,775 TOTAL CALLS	6,188 TOTAL EMAILS	1,411 TOTAL VIRTUAL VISITS	WEEKLY TOTAL

ADMISSIONS INFORMATION CENTER	INTERNATIONAL STUDENT AFFAIRS	FINANCIAL AID	REGISTRAR	VILLAGE
3,757	367	1,549	4,945	756
CALLS (1,506) EMAILS (1,879) VIRTUAL VISITS (372)	CALLS (56) EMAILS (229) VIRTUAL VISITS (82)	CALLS (707) EMAILS (378) VIRTUAL VISITS (464)	CALLS (1,090) EMAILS (3,509) VIRTUAL VISITS (346)	CALLS (416) EMAILS (193) VIRTUAL VISITS (147)

■ CALLS ■ EMAILS ■ VIRTUAL VISITS

	CALLS	EMAILS	VIRTUAL VISITS
Admissions Information Center	40%	50%	10%
International Student Affairs	15%	62%	22%
Financial Aid	46%	24%	30%
Registrar	22%	71%	7%
Village	55%	26%	19%