

Austin Community College Compliance Certification Response (5th Year Interim Report)

Austin Community College's recruitment materials and presentations accurately represent the institution's practices and policies. ACC's recruitment materials, such as the [ACC Catalog\[1\]](#) and the [ACC Viewbook\[2\]](#), provide accurate representations of the college's practices and policies.

Recruitment efforts are carried out by the ACC's [Student Recruitment Office \(SRO\)\[3\]](#) where recruiters are cross-trained in admissions, financial aid, assessment and advising procedures. Recruiters collaborate with all student services and student success staff, Public Information and College Marketing representatives, faculty and administrators at the College to provide a seamless web of services for prospective students.

[SRO staff\[4\]](#) lead or assist at all College Connection events, visits high schools, participates in college fairs, parent nights and community events, arranges campus tours, coordinates open house visits, and ACC college days and advises credit-seeking, ABE/GED/ESL, and Continuing Education prospects and students. In addition to these outreach activities, SRO staff also responds to requests for information from prospective students, families, and community members via the web, email, mail and telephone.

The Student Recruitment Office holds regular staff meetings and in-service updates to ensure accuracy and timeliness of information. [Recruiters\[5\]](#), who are required to hold at least a bachelor's degree, present information to prospective students based on the official catalog and brochures/pamphlets produced and verified by Public Information and College Marketing staff.

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As stated earlier, since ACC is a single college with multiple teaching locations, all recruitment activities are applicable to any of the college's teaching locations, including the Round Rock Higher Education Center.