

NORTHWEST VISTA COLLEGE  
PROCEDURE

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<b>Procedure Number:</b>	SS 2.2.3
<b>Procedure Title:</b>	Independent Contractors or Agents for Recruiting Purposes

**1. PURPOSE:**

**1.1.** To ensure all independent contractors or agents used for recruiting or admission activities represent the Northwest Vista College's (NVC) mission, brand, and abide by policies and procedures.

**2. PROCEDURE STATEMENT:**

**2.1.** All contractors or agents must meet with the Director of Enrollment to review college mission, brand, policies and admission procedures.

**2.2.** Establish regular meetings to identify recruitment calendars, campaign development, and approve messages.

**2.3.** NVC Director of Enrollment reviews all messages/campaigns and provides approval before any outreach commences.

**2.4.** Request reports of campaign efforts.

Contact for Interpretation: *Director of Enrollment*

<b>Relevant Board Policy:</b>	N/A
<b>Relevant SACSCOC Documents:</b>	SACSCOC 10.5 Admissions Policies and Practices
<b>Originating Unit:</b>	Enrollment Services
<b>Maintenance Unit:</b>	Enrollment Services
<b>Implementation Date:</b>	June 2021
<b>Revision Date:</b>	March 2024