

Change #10

4. Division of Student Services

Vice President for Student Services

The Vice President for Student **Services** is responsible for the overall organization, administration and fiscal management of the Division of Student Services. The Vice President for Student Services is responsible for student services that affect the welfare of students outside the classroom. The Vice President for Student Services is responsible for the Offices of the Dean of Students, ~~and for the Offices of~~ Admissions, Financial Aid, Registrar, **President's Leadership Program** and University Police. The Vice President for Student Services acts for the President on non-academic issues in the absence of the President, the Chief of Staff, and the Executive Vice President. The Vice President for Student Services is selected by and serves at the pleasure of the President and reports to the Chief of Staff.

The following individuals report to the Vice President for Student Services:

a. Dean of Students

The Dean of Students is responsible for the supervision of ~~Career Development; The Office of Counseling Services, Coaching & Consulting; Center for Honor Enrichment and Community Standards (CHECS) Judicial Affairs and Community Development; the Offices of~~ Residence Life, ~~and~~ Student Activities, **Multicultural Affairs, Orientation and University Health and Wellness**. The Dean provides leadership in improving the quality of student life at the University, working closely with departments from across campus to enhance the academic experience. The Dean of Students acts in the absence of the Vice President for Student Services. The Dean of Students is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

b. Dean of Admissions

The Dean of Admissions is responsible for the operation of the Office of Admissions. The Dean admits first year students to the University in conformity with the University's admission policies. The Dean of Admissions is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

c. Director of Financial Aid

The Director of Financial Aid administers the student aid program in compliance with federal and state statutes, ~~and~~ university regulations, guidelines, and participation agreements; analyzes student applications for financial aid; determines eligibility; prepares award letters; ~~and~~ authorizes the Business Office to disburse financial aid funds; ~~procures federal and state financial aid funds~~; and reports to local, federal and state agencies funding sources as required. The Director of Financial Aid is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

d. University Police Chief

The Chief of Police is responsible for campus safety, security and property protection, including traffic control and law enforcement activities. The Chief is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

e. University Registrar

The University Registrar is responsible for implementing the academic regulations and policies of the University, ~~and~~ for maintaining student records, and for student registration and schedule changes. The Registrar schedules all academic/ educational classroom space, maintains statistical enrollment data; certifies completion of degree requirements; procures and distributes diplomas. The Registrar serves as secretary to the Academic Status Committee ~~and the Undergraduate Degrees Committee~~ and is responsible: for the recruitment and admission of transfer and readmitted students, ~~and~~ for management of Veterans' Affairs and compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). **The Registrar is the Designated School Official (DSO) ensuring compliance with the U.S. Immigration and Customs Enforcement Department for admitting and enrolling international students.** The Registrar is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

f. Director of the President's Leadership Program

The Director of the President's Leadership Program is responsible for developing a program to prepare students for lives of leadership, service, and civic responsibility through a distinctive program of leadership education that uniquely integrates academic study, experiential learning, and personal development. The Director of the President's Leadership Program is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.