

Title: Recruitment

Policy
No.: ADM 1.30

Date: 9/5/08
Rev.:

Areas Affected: All BSMSO Faculty

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POLICY

It is the policy of Bon Secours Memorial School of Nursing to recruit a sufficient number of qualified applicants to fill available spaces. Admission into the School of Nursing is competitive. An applicant who meets all admission requirements is not guaranteed admission to the program. All recruitment and selection functions are coordinated by the Student Services Department in conjunction with the Admissions, Progression and Graduation Committee (APG). This policy and all admissions criteria are in accordance with the Americans with Disabilities Act. Bon Secours Memorial School of Nursing is an equal opportunity education institution.

SCOPE

This policy applies to the recruitment of students.

PROCEDURE

- A. Bon Secours Memorial School of Nursing participates in the following recruitment activities:
1. An admissions representative may attend the following:
 - a) Virginia Association of College Registrars and Admissions Officers (VACRAO) public high school college fairs.
 - b) Independent public high school college and career fairs.
 - c) Private high school college and career fairs.
 - d) Bon Secours Richmond Employee Benefit Fairs.
 - e) Various community health fairs and events.
 2. Outreach to area high school guidance counselors.
 3. Advertisements may run in different media outlets to include newspaper, web, radio.
 4. Information Sessions are held for the general public as well as Bon Secours Richmond employees.
 5. Admission and application information is available on the Internet at www.mrmcnursingschool.com.

Reference Policy # _____

Approved by:

Signature

Dean
Executive Vice President/Administrator
Title

Date

Approval History:

Committees and Dates:
Director of Admissions – 9/08
Faculty Forum –
Faculty Organization -

Key words: Recruitment