Individual Responsibilities - Lawton Student Affairs Staff

Priority activities: Lawton Student Recruitment, Admissions, various Student/Alumni Activities and Events, Progression (Clinical Credentials)
Responsible Staff: Laci Jehl

- Answer Lawton prospective student inquiries and provide pre-admission advisement via drop-in visits, phone calls, email, etc.
- Provide support in reserving Lawton rooms and lab space
- Provide support with Lawton student enrollments (adds, drops, withdrawals, cancellations, etc.)
- Coordinate OUCN at Lawton graduation related activities
- Provide NLN Exam support for Lawton prospective CM students
- Plan and implement Lawton new student orientations (all programs)
- Assist with Lawton Student Leadership Activities
- Assist with advising OUCN at Lawton students regarding enrollment related decisions
- Track Lawton student clinical credentials
  - Drug screens
  - Immunization
  - Background checks