**University Community (faculty, staff and students)**

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
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<tbody>
<tr>
<td>Enrollment Management and Services Policy</td>
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**POLICY STATEMENT (R*)**

A clear description of all functions of Enrollment Management and Services must be posted in the University Catalogs and on the FIU web site.

**REASON FOR POLICY (O*)**

The functions, processes, and procedures of the Division of Enrollment Management and Services are crucial to sustained University growth. Proper utilization of these services is vital to admission applicants at all levels, as well as students who utilize financial aid and registration services. Therefore, this policy exists to explain how to find functions, processes, and procedures of the component parts of Enrollment Management and Services.

**RELATED INFORMATION (O*)**

Authority Source
Florida Board of Governors Regulations 6.001 – 6.004, 6.009
FIU Board of Trustees Regulations  FIU 402, FIU 406, FIU 410, FIU 1310

**DEFINITIONS (R*)**

The following Enrollment Management and Services offices provide functions and operations for admission, registration, and financial aid: OneStop, Undergraduate Admissions, Graduate and International Admissions, Registrar, and Financial Aid. The university catalogs and the FIU web site describe the operation and functions of services provided by each office.

**HISTORY (R*)**

Section 7(d) Art. IX, Florida Constitution

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Division of Enrollment Management and Services  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

VICE PRESIDENT OF ENROLLMENT MANAGEMENT SERVICES  
11200 S. W. 8TH STREET – SASC 474  
MIAMI, FLORIDA 33199  
TELEPHONE (305) 348 7596

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [http://policies.fiu.edu/](http://policies.fiu.edu/).

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

**FORMS/ONLINE PROCESSES (O*)**

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

*R = Required  *O = Optional