

The Arkansas Association of Collegiate
Registrars and Admissions Officers
Statement of Good Practice

The Arkansas Association of Collegiate Registrars and Admissions Officers believe in the professional competence of each admissions office and representative. The organization understands and accepts responsibility for the educational community. Each admissions officer is responsible to his/her respective institution of higher education. The admissions officer must have the proper credentials and be educated in the moral and ethical principles derived from this statement. Each member institution promotes high standards in relationships with associated personnel, students, and parents. As professionals, the welfare of students is the most important consideration while offering assistance.

The following guidelines have been established and are intended to benefit students, parents, hosts and representatives attending College Planning Programs.

- Follow the AACRAO Code of Ethics.
- Maintain the highest level of personal and professional conduct.
- Do not speak adversely about another professional or institution.
- Treat prospective students/parents/visitors professionally and respect the confidentiality of information.
- Do not seek information based upon race, sex, creed, or physical or mental disability.
- Do not promise admission, scholarship, or financial aid. Provide information and deadlines.
- Abide by the guidelines of the college planning program host. Notify the host well in advance of the scheduled program if you can/cannot attend. Arrive early, check-in with the host, and remain in your designated area the entire length of the scheduled event.
- If using alumni as representatives, make sure this information is provided and designated representatives use nametags.
- Avoid utilizing unsupervised students, cadets or other non-professionals. If it is necessary to use these representatives, use good judgment and make sure the host is aware of your plans.
- Promote institutions through program brochures and materials, informational request cards, catalogs, campus-related compact discs, and other factual information.
- Distribution of plastic advertisement bags, pencils and pens is allowed. All other promotional items or give-aways are prohibited. Any questions should be directed to the ARKACRAO President or College Planning Program Coordinator.
- Confine recruitment to designated/assigned area.
- No contests or demonstrations are allowed.
- If operating a computer-based program related to your campus, a request for set-up needs must be made ahead of time, and verified by the host. This must not interfere or distract other display areas.
- The use of display boards/stand-up campus advertisements cannot interfere or conceal the area of another representative. These must also be confined to the

designated/assigned area, and must remain behind the area or may be allowed to the side, if it does not cause interference.

- Scheduled college planning programs will be in the Clearinghouse Calendar. Any additions will be sent by the College Planning Program Coordinator.
- Any requests for programs that are not scheduled through the Clearinghouse Calendar should be referred to the College Planning Program Coordinator.
- Hosts of scheduled programs are encouraged to invite all ARKACRAO member institutions. However, if no invitation is received, do not attend a program in question before contacting the host.
- Each Director of Admissions/Recruitment is responsible for sharing this information with recruitment officers.

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