

**THE UNIVERSITY OF NEW ORLEANS
OFFICE OF ADMISSIONS
STAFF WEEKLY ACTIVITY REPORT**

Staff Member Name	
OFFICE UNIT: <input type="checkbox"/> ADMIN <input type="checkbox"/> FRESH <input type="checkbox"/> OPER/CRED <input type="checkbox"/> STU SERV/ORIN <input type="checkbox"/> INT <input type="checkbox"/> DATA	
Leave taken during period:	

REPORT PERIOD	from	to
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CONTACTS *(to be completed by all units)*

PHONE CALLS RECEIVED:	E-MAILS EXCHANGED:
VISITORS:	

RECRUITMENT PROGRAMS

PROSPECTS

High School Programs:	High School Visits:	SENIORS:	JUNIORS:
Counselor Visits:	National Programs:	SOPHOMORES:	FRESHMEN:
		TRANSFERS:	INTERNATIONAL:

SPECIAL PROGRAMS/EVENTS *(to be completed by Student Services & Orientation)*

Program Name	Date	Attend	Program Name	Date	Attend

TELERECRUITMENT *(to be completed by Student Services)*

ITEM	Contacted	Left Message	No Answer	Total

CAMPUS TOURS *(to be completed by Student Services)*

Description	Student Attendance	Guest Attendance	Total Attendance
Regular Tours			
Special Tours			

PROCESSING

Applications Entered		Prospect Cards Entered	
Application Decisions: ADMITS		Application Decisions: DEFER	
Application Decisions: DENY		Transcripts/Records Scanned	
Scholarships Awarded		Credits Assigned (by Student)	
Credential Analysis Generated		Exceptions Referred	
Scholastic Amnesty Deferrals		Scholastic Amnesty Decisions Enter'd	

**** WEEKLY CORRESPONDENCE & MONTHLY MAIL REPORTS MUST STILL BE COMPLETED.****