

2024 Annual Report of Program Data

Admissions & Records



1. Program or Unit Mission

The Admissions and Records Office is committed to recruit, admit and enroll students of various backgrounds and diverse populations. Services include in-person and online methods aimed at delivering streamlined assistance with applying for admission, registering for coursework and applying for graduation. The Admissions and Records Office serves as the initial point of contact and inquiry support and helps facilitate the College’s overall enrollment management plan.

The Admissions and Records Office serves new, continuing, transfer and returning students. The target population consists of both degree seeking and non-degree seeking students. High school students participating in dual credit programs have also been a target for enrollment and recruitment after graduation.

2. Program Student Learning Outcomes or Unit/Service Outcomes

During the 2023 – 2024 academic year, the Admissions & Records Office in collaboration with the other units in Student Affairs continued to focus efforts on providing on-campus onboarding activities, such as Find Your Future, Ohana Night and Express Enrollment. The onboarding events strived to bring awareness and promote interest in the college and, as a result, increase the application rate for the upcoming Fall 2024 semester.

The Find Your Future event targeted juniors and seniors from all Kaua’i high schools, including public, private and charter schools. The event took place in February 2024 with a total headcount of 200 students. Similar to the previous year, students were taken on a campus tour and interacted with instructors, program coordinators and staff from multiple service areas. Many of our programs offered hands-on activities and displays to introduce and educate students on their curricula. Below is a chart displaying the headcounts from 2024 and previous years:

Find Your Future	2022	2023	2024
Total Headcount	68	229	200
By High School			
Kauai High School	29	63	28
Kapaa High School	110 (online; not counted)	53	63
Waimea High School	39	64	74
Kawaikini Charter School	--	12	8
Island School	--	14	--
Kanuikapono Charter School	--	16	--

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Program: Enter Program or Unit Name

Hawaii Technology Academy	--	7	14
KANAKA	--	--	5
Ke Kula Niihau O Kekaha	--	--	8

As seen in years 2023 and 2024, the headcount increased significantly partially due to post-COVID restrictions being lifted. Another key component to the increase in student attendance was the collaboration between the Transition Specialist and high school counselors. Promotional flyers and registration forms were created for each high school to increase student interest. The Transition Specialist maintained communication with the high schools and answered most if not all inquiries regarding the event.

Survey results found that out of 131 responses, 83% of students could see themselves attending Kauai Community College. Many of the responses said that they gain a better understanding of the programs and classes. In the months following the Find Your Future event, the Admissions & Records Office and other support services visited the high schools to provide assistance with the admissions and financial aid applications. Students were also administered the placement test and guided through their student account, including MyUH Services and STAR.

We will continue to offer the Find Your Future event to all high schools on the island. Some high schools have expressed their want to open the offer to Freshmen and Sophomores. With this, we anticipate an increase in student attendance and, hopefully an increase in the application rate for the next academic year. There has been discussion about inviting other campus groups as well as outside organizations to attend the event to help increase interest in the college.

3. Analysis of the Program/Unit

As seen in the table below, the total number of applications fluctuate from year to year. In total, there was a decrease of 56 total applications from Fall 2023 to Fall 2024. However, the total number of applications submitted by first-time freshmen from a Hawaii high school was the highest in three years in 2024. The top three high schools were Kapaa High School, Kauai High School and Waimea High School. The Find Your Future event may have played a significant part in the increase, as well as the application workshops that followed the event.

DEMAND	Fall 2022	Fall 2023	Fall 2024
TOTAL APPLICATIONS	980	1066	1010
New Applications	842	942	868
Rollover Applications	138	124	142
First-Time: Freshmen Hawaii High Schools	220	262	278
Kapaa HS	61	52	69
Kauai HS	62	95	82
Waimea HS	63	72	98

In 2024, the Find Your Future event was slightly different compared to previous years. Students were able to choose two breakout sessions instead of one like in past events. They were encouraged to select up to three programs of interest and placed into two breakout sessions based on their choices. Being able to select more than one program provided them the opportunity to explore other options and may have encouraged them to apply to Kauai Community College. In addition, the Admissions & Records Office made 13 visits to the high schools following the event to help with the application, UH account setup, placement test and registration.

4. Action Plan

For the next year, the Admissions & Records Office will strive to increase the number of Early College students that apply and enroll at Kauai Community College after high school graduation. This goal aligns with Imperative S: [Increase access to college for high school students](#). Similar to the action plan in 2023 – 2024, we will continue to make frequent visits to the high schools to assist with the enrollment process. However, the focus will be on currently enrolled Early College students.

The Admissions & Records Office has direct contact with these students and will be able to provide them with program information and promotional materials, such as brochures and flyers. Email templates will be created and strategically sent to students beginning January 2025 until the end of the school year in May. A New Student Orientation for Early College students will be developed and scheduled for August 2025.

5. Resource Implications

As of December 2024, a full-time Enrollment Specialist has been added to the Admissions & Records Office. With the lack of individual office space, the Enrollment Specialist does not have an adequate location for meetings and appointments. In addition, confidentiality is crucial when working with faculty, staff and students. The following is requested:

Private office space to include,

- 2-3 fixed walls
- Door
- Electrical outlets
- Light switch
- Phone and data sources
- Desk
- Bulletin board

Cost: \$10,000