

Make the Wait Great

Education On-Hold Message Ideas

Ready to get started? Use these ideas to keep students, families and community members informed about admissions, programs, services and campus life. We provide professional scriptwriting services, or you can enter your scripts into our AI Studio for instant messages and prompts.

ADMISSIONS & ENROLLMENT

- ☐ Application deadlines and how to apply
- ☐ Registration periods and class sign-up dates
- ☐ Campus visits, tours and open-house information
- ☐ Financial aid, scholarships and payment resources
- ☐ Orientation dates and new-student next steps
- ☐ Admissions office hours and contact information

PROGRAMS & STUDENT SERVICES

- ☐ Two-year, four-year, certificate and career programs
- ☐ Online, evening and flexible learning options
- ☐ Academic advising, tutoring and library resources
- ☐ Career services, internships and workforce programs
- ☐ Accessibility, counseling and student support services
- ☐ Specialized programs that make your institution unique

CAMPUS LIFE & COMMUNITY

- ☐ Athletics, performances, clubs and student activities
- ☐ Community events, lectures and public programs
- ☐ Student success stories and graduate achievements
- ☐ Sustainability, service and institutional values
- ☐ Housing, dining and campus-life information
- ☐ Ways families and alumni can stay connected

IMPORTANT DATES & UPDATES

- ☐ Holiday schedules and campus closures
- ☐ Weather alerts and transportation changes
- ☐ Enrollment, add/drop and payment deadlines
- ☐ Upcoming events with clear start and stop dates
- ☐ Office-hour changes and seasonal schedules
- ☐ Timely reminders that should stop automatically

Script Tips

One topic per message. Write individual messages of 50 words or fewer.

Keep it useful. Focus on the information students, families and community members need next.

Give callers a next step. Point them to admissions, registration, your website or the right department.

Keep it current. Use start and stop dates for deadlines, events, closures and seasonal information.