Admissions and Records

PCCD Staff Development Flex Day
Jan. 15, 2008

PASSPORT
Student Administration Project
Working together for our student community
Key Process Changes

- Online Applications Only
- Admissions Offices will become Welcome Centers that will assist students to become more independent.
- Outside Transcripts from other campus will be entered into SA as they are received.
Admissions and Records

Old Process:

Applications are submitted on paper at the Admissions and Records offices.

New Process:

Applications will be submitted online.
Old Process:

The Admissions offices received paper applications and "interviewed" students to help determine the individuals student's next steps in the enrollment process.

New Process:

Admissions will become "Welcome Centers" that will assist students in becoming more independent and direct them to use the Student Self Service function of Passport.
Old Process:

Transfer records (transcripts) were not entered into a student's record until the student applied for a degree or counseling asked for a transcript evaluation.

New Process:

Transfer credit will be entered upon receiving the transcript from another college.
Admissions and Records

Old Process:

Continuing Students had to wait for Data Mailer or call A/R to find out the date of their registration appointment.

New Process:

Continuing Students will be notified of through their Self Service page and Peralta Email, in addition to their Data Mailers.
Critical Dependencies

- Admissions would still depend on Assessment and Counseling to determine if a student has completed the matriculation process.
- Holds will still need to be removed by the department placing the hold in order for a student to register.
  - For example: Pre-requisite and probation holds would have to be removed by Counseling in order for a student to register.
- Faculty would have to enter grades on time in order for student’s to receive grades on time.
- Student’s must report accurate biographical information during application process.