Campus Community, Self Service and Admissions & Records Process Reviews

SMT Process Review
January 17, 2007

PASSPORT
Student Administration Project
Working together for our student community
## Campus Community – Key Process Changes

<table>
<thead>
<tr>
<th>OLD Process:</th>
<th>NEW Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payables, HR, and Student Administration each had separate databases and records for each student and/or employee.</td>
<td>Data is entered once and shared by all functions. Data is consistent throughout all functions.</td>
</tr>
<tr>
<td>Duplicate records were created.</td>
<td>Search-Match will prevent duplicate records.</td>
</tr>
<tr>
<td>Low-Level of descriptions of requirements for data entry.</td>
<td>High-Level of description requirements for data entry will create more accurate records.</td>
</tr>
</tbody>
</table>
Accurate Data Input is essential by all functions.

HR will still be dependent on faculty, staff and students to provide accurate biographical data. HR will depend on faculty and staff to provide accurate timesheet reporting in order to provide correct payment and salary actions.

Faculty, staff and student employees will depend on HR for accurate and timely salary payment.

Faculty will depend on Schedulers to provide them with adequate facilities for each class.
Self Service - Key Process Changes

Faculty Self Service:
- Submit Grades Online
  - Saves Time in Submitting Grades
  - Reduces Errors
- View Class Roster
- Search Schedule of Classes and Course Catalog
- View weekly schedule
- View Detailed Information about course
  - Facility
  - Available Seats
  - Meeting Dates
- Notify a Student from a Roster

Student Self Service:
- Track Financial Aid progress
- Track Grades
- Add/Drop
- Access Account Information
- Access To Do Lists
- View Holds
- Search Schedule of Classes and Course Catalog
- Communicate Real-Time with Faculty and Staff
Self Service - Critical Dependencies

- **Student Self Service:**
  - Students will still depend on counseling to help choose classes and clear prerequisites.
  - Students will still depend on Admissions & Records for accurate enrollment dates as well as making sure faculty report grades accurately and on time.

- **Faculty Self Service:**
  - Course information has to be kept up-to-date by Schedulers for the Faculty to view correct information, etc.
  - Faculty will still depend on Admissions & Records to monitor rosters for accuracy and to assist students with Add Cards.
## Admissions & Records – Key Process Changes

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<td>Applications were submitted on paper at the Admissions and Records offices.</td>
<td>Applications will be submitted online with electronic signatures.</td>
</tr>
<tr>
<td>The Admissions offices received paper applications and “interviewed” students to help determine the individual student’s next steps in the enrollment process.</td>
<td>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.</td>
</tr>
<tr>
<td>External transcripts were not entered into a student’s record until the student applied for a degree or counseling asked for a transcript evaluation.</td>
<td>Transfer credit will be entered by the District A&amp;R Office upon receipt of transcripts from another college, giving counselors the ability to evaluate a student’s transcript at the beginning of a student’s career.</td>
</tr>
<tr>
<td>Continuing Students had to wait for Data Mailer or call A&amp;R to find out the date of their registration appointment.</td>
<td>Continuing Students will be notified through their Self Service Homepage and Peralta Email, in addition to their Data Mailers.</td>
</tr>
</tbody>
</table>
Admissions & Records – Critical Dependencies

- Admissions will 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 will have to be removed by Counseling in order for a student to register.

- Faculty will have to enter grades on time in order for student’s to receive grades online.

- Students must report accurate biographical data information during application process.