

REQUESTER / SPONSOR INFORMATION

Requester **Ext** **E-mail**

Sponsor **Ext** **E-mail**

A statement of sponsor support should accompany all project requests and must be received by the proposal deadline.

PROJECT INFORMATION

Title

Level **Type**

Purpose

Manually processing EOP student applications for admission into the Educational Opportunity Program. During the past several years we have experienced a significant increase in the number of applicants to our program (from 4,624 applicants to 5,823 - 26% increase). Additionally, these applications are being received earlier and in-mass with each new admissions cycle. In this past admissions cycle, for instance, we received 3,712 applications in the priority filing period of October and November, representing a 73% increase during this same time period last year.

The problem of Current processes require us to: (1) manually download student applications and (2) print application material from the central processor (XAP); (3) generate a data warehouse report on high school course history and (4) print and collate the report output with student application materials; (4) print and collate the EOP admissions review form from an access database; (5) manually update checklist items in People Soft (PS); (6) scan completed application materials into our secure server; (7) assign and organize completed applications for distribution to committee members; and (8) notify committee members of their assigned applications.

affects Incoming students who apply to the EOP program, EOP admissions staff, HSU Admissions staff

the impact of which is delays in the application review process for EOP consideration. We have also had to increase our student staff support to accommodate this increase in applications. Additionally, the increase in manual processing has also negatively impacted the ability of EOP admissions staff to begin working with new EOP admits in targeted outreach and transition advising (i.e. housing, financial aid, & orientation advising).

a successful solution would be To leverage the recently acquired Nolij software for processing EOP applications. We have streamlined all of our manual processes to align with the fundamental elements of document tracking and can swiftly move into implementation. Current staff have a high level of technological proficiency, therefore limiting the need for extensive training. The Nolij product has already been purchased, eliminating costs (other than staff time) for EOP implementation. Using Nolij would streamline the above 8-step process described above into a 2-step process.

Alternatives We have leveraged PS and data warehouse processes to the full extent possible in order to leverage electronic processing of applications.

Alignment with Strategic Objectives	<p>Enrollment Management, Recruitment: EOP conducts outreach and admissions for prospective students who are low-income and first-generation college students. A majority of EOP admits are also from underrepresented ethnic groups. Timely admissions processing will allow for earlier identification of EOP students, to whom we subsequently target financial aid, housing, registration, and orientation information and follow-up. This intensive follow up has resulted in as much as a 26% increase in yield rates among admitted students.</p> <p>Efficiency: Reduction in printing costs and personnel time. Improved processing and tracking of documents from application to file completion and admissions review. Improved communication between EOP admissions, EOP admissions review teams, and students.</p>					
Deadline Date	Oct 1, 2012	No Hard Deadline	<input checked="" type="checkbox"/>			
Deadline Reason	Preferred implementation in time for peak admissions cycle. Admissions processing for Fall 2013 will begin October 1, 2012.					
Considerations / Dependencies	During the current business cycle, we converted our business processes to include an electronic filing system. This was our last step towards preparing for an electronic document management system.					
Resources	Primarily, EOP staff and students are affected by this project. Integration with Admissions business processes may also help to improve our current inter-office business and communications with Admissions staff.					
Estimate (Hard Costs Only)	Initial	\$0	On-going	\$0	Budgeted	<input checked="" type="checkbox"/>
<i>Comments</i>	The Nolij system has already been purchased by the campus. I am unaware of additional costs associated with this project.					
Affected System / Module	Nolij. Other system dependencies include People Soft, Data Warehouse, and XAP (CSU Mentor)					
Other						

Email completed project request form and written indication of support from the project sponsor to the ITS Project Office at itspo@humboldt.edu

From: **Randi M. Darnall** <Randi.DarnallBurke@humboldt.edu>

Date: Fri, Mar 9, 2012 at 4:12 PM

Subject: Sponsor for IT project

To: Daniel Saveliff <dan.saveliff@humboldt.edu>

As sponsor, I support the project for "Document Tracking, EOP Admissions Application"

As co-sponsor, I support the project for "Conversion of Mid-Semester Student Evaluations and Platform for Early Alert"

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