



Student Services Annual Highlights 2012-2013

Department Name: Enrollment Services

Dash Board Indicators: *Attached*

Programming or Service Highlights:

- The Online Admission Application was completed along with technical updates throughout the year. The online application now includes sections for International, Concurrent Enrollment and Senior Citizen students.
- The Sequence Purge for Math and ENGL is now generated every semester.
- FERPA training is now part of SLCC Required Training.
- School of Applied Technology admissions and registration responsibilities have been reassigned to Enrollment Services under the Registrar. School of Applied Technology procedure manual was updated. The SIS is currently being updated during a transitional period.
- The new Online Residency Application has been implemented. This has replaced the paper version of the Residency Application, Application for Resident Classification and the Application for Temporary Residency. It allows the student instant access to the status of their residency application, as well as an updated checklist of required documentation.
- Enrollment Services completed the Student Services Program Review Phase 1 with a successful site visit and completed action plan.
- Enrollment Services participated on the Interstate Passport Student Tracking Task Force.
- The Schedule Planner was implemented and a tutorial is available with closed captions.
- Enrollment Services completed 17 full-time job descriptions through Talent Management.
- The International Insurance and Tuition Purges were implemented.
- Enrollment Services has supported the Degree Works implementation.
- Enrollment Services has worked on the Completers Project (Next Step). A new Graduation Advisor job description was submitted to Human Resources.
- The Online Graduation Application was put into a testing environment.

Program Review Action Plan: *Attached*