Top 8 Ways to Drive Greater Performance in Admissions

With increasing pressure to drive measurable value on campus while improving student service, more admissions and student records departments in higher education institutions are turning to technology to close the gap between increased workload and fewer resources. Here are eight technology investments that can change the way you evaluate and process applications and student records.

1

TRANSFORM TRANSCRIPT PROCESSING

Automatically sort transcripts and reduce time-consuming manual entry with a **template-free technology that captures information and seamlessly delivers it to core applications**. When the University of Arkansas began automating transcripts processing, their turnaround time went from 2-6 weeks to just 24 hours.

2

RETRIEVE DOCUMENTS INSTANTLY

With a sound document management repository in place, documents, data and information are just a click away within the familiar environment of your student information system. The result? **You respond more quickly and accurately to student inquiries.**

3

CAPTURE ONLINE ADMISSIONS APPLICATIONS

Online applications can be directly captured without the hassle and expense of printing or manual linking. With 64 percent of American adults now reliant on smartphones (85 percent among young adults), **mobile-friendly options are more critical than ever** to stay relevant.

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4 SECURELY CAPTURE STUDENT RECORDS

Scan student records to **create a secure, electronic repository of paper documents, forms, files and more.** Provide controlled access for authorized users and support retention policies by electronically storing and managing documents throughout their lifecycle. Think your user base and system is too complex? The University of Missouri System implemented technology in 78 departments across four campuses and the university hospital and clinics, resulting in the controlled access of more than 48 million documents over 23,000 user accounts and 6,160 active users.

by the numbers:
The University of Missouri System

– *implemented technology in **78 departments***
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5 ACCESS DOCUMENTS ANY TIME, ANYWHERE

A browser-based content management system frees staff to review applications, answer questions and access information from any location on or off campus. Although 71 percent of higher ed institutions in a recent survey use electronic content management systems, fewer than twenty percent believe their technology is being used to its full capacity.

6 REPLACE PAPER FORMS WITH EFORMS

Common forms such as grade change forms, graduation applications and more are rapidly and cost-efficiently converted to electronic forms that look like their paper counterparts. By eliminating paper forms, you can **say goodbye to the "signature shuffle" between buildings and departments.**

7 COLLABORATE ELECTRONICALLY

Admissions evaluators can **electronically post recommendations and comments for easy, instant collaboration anywhere on campus or around the world.** Electronic collaboration not only speeds the admissions cycle, but more importantly, frees up time so you're free to focus on the best-fit students for long-term success at your school.

8 ELIMINATE MANUAL DATA ENTRY

Automatically upload information collected through web forms, electronic data files, tape load and virtually any other source with a data transfer tool. When the University of Tampa began using a data transfer tool, they **saved thousands of dollars and hours importing, cleaning, formatting and pushing data into their database** and were able to improve response time to prospective students without an increase in staff.

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