

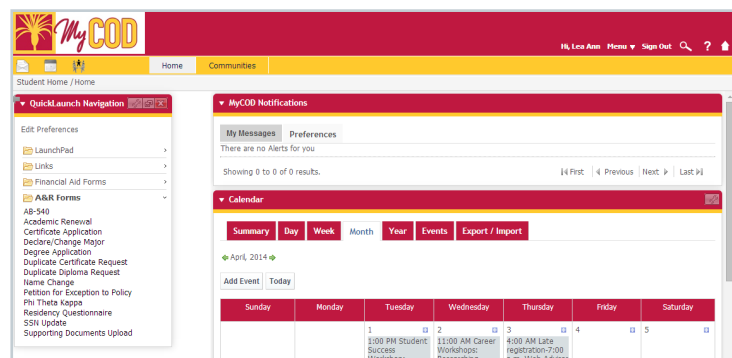
College of the Desert: Automating Student Services with Laserfiche Forms

*Laserfiche Solution Contributed By:
Annabelle Nery, PhD, Executive Dean of
Institutional Effectiveness, Educational Services &
Planning, College of the Desert*

With more than 10,000 enrolled students, the College of the Desert's financial aid and admissions/records departments process a large number of applications and petitions. Here is how these two departments have improved processing time by 40% with Laserfiche Forms.

Laserfiche Forms and Laserfiche Workflow

Once a student is logged into the online student portal, she is able to access all the forms offered by the college.



The student selects the form she'd like to fill out from the list. In this case, she will select the Degree Application form. This will open the form in Laserfiche Forms.

COLLEGE of the DESERT
DEGREE APPLICATION

Please follow the instructions below.

DEGREE APPLICATION

- 1. Degree Application (this form) must be filed with Admissions & Records by the following deadline.
 - Fall Semester—1st Tuesday of November**
 - Spring/Summer Semester—1st Tuesday of March** - for current year Commencement Ceremony*
 - Summer Semester—1st Tuesday of June** - for following year Commencement Ceremony*
- 2. Prior to submission of Degree Application:
 - a. It is strongly recommended that students speak with a counselor regarding graduation.

NUMBER OF EMPLOYEES:

501-1,000

HEADQUARTERS:

Palm Desert, CA

BUSINESS PROCESSES:

Degree Application and Petition Processing

LASERFICHE INTEGRATION:

Colleague® by Ellucian

BENEFITS OF LASERFICHE:

- Application and petition processing time has improved by 40%.
- Student workers no longer spend all their time scanning documents.
- Documents are named consistently, which makes them much easier to find when needed.
- Shorter lines at financial aid and admissions/records windows, since students submit applications online.
- Students are now notified about the status of their application as it moves through all stages of the approval process, so there are fewer phone inquiries.

The student fills out the form and submits it. Field constraints prevent the student from populating incorrect data.

I give permission for my name, major and graduation honors to be printed in media. ☐ Yes ☒ No

I give permission to release my email & mailing address required by the Commencement Photographer.* ☐ Yes ☒ No
A "NO" choice means the Photographer will not be able to deliver your proofs or free photo.

I am member of Phi Theta Kappa.* ☐ Yes ☒ No

Student Declaration

Student Initials:*

I hereby certify, under penalty of perjury, that the information provided in this form is complete and accurate and that I have read and understand the monitor my college email account for results of this request.

Please type your Full Name*

This constitutes as e-signature.

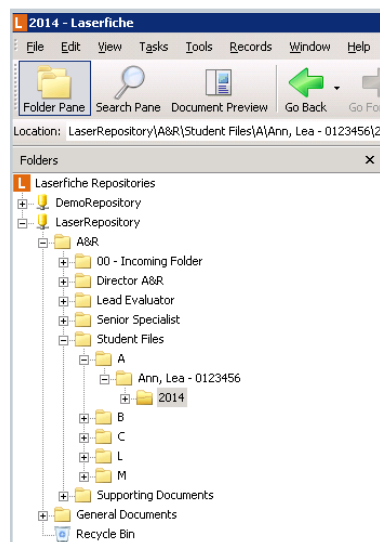
Date*

File Upload

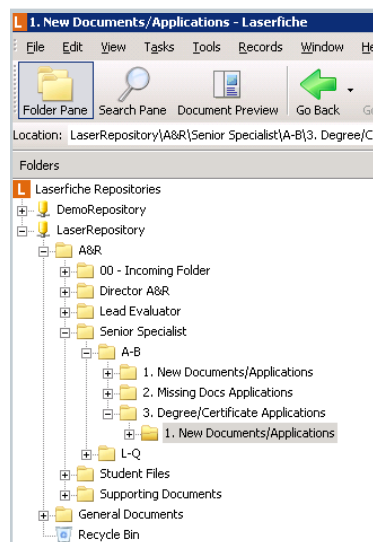
Attach any supporting document(s) if required for the application. (Each file size not to exceed 5 Megabytes.)

Processing time usually takes up to 15 business days. However, processing time may take 6 weeks during peak periods (January, June, and December).

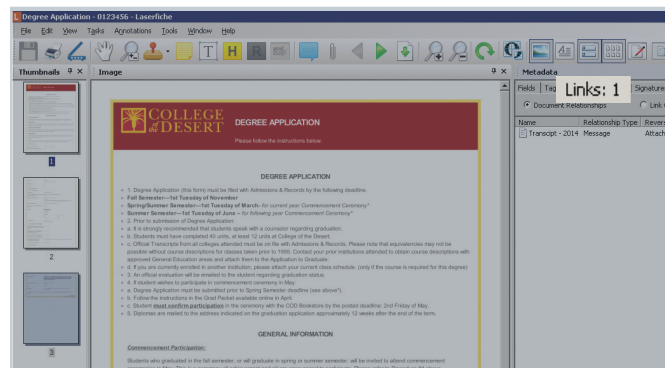
Once submitted, Laserfiche Forms saves a copy of the application in the student's folder in Laserfiche.



Laserfiche Workflow then creates a shortcut to the application in the senior specialist's New Applications folder.



The senior specialist opens the new application and reviews it. As part of the review process, the senior specialist needs to look over supplementary information such as transcripts. To make this easy for the reviewer, Laserfiche Workflow links each new application with a folder containing related supplemental documents as soon as new applications enter the Laserfiche repository. The senior specialist can open the folder of supplemental materials directly from the Links tab in the metadata pane.



The senior specialist reviews everything and approves the application by changing the value of the Specialist's Decision field.

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- 2. Prior to submission of Degree Application:
 - a. It is strongly recommended that students speak with a counselor regarding graduation.
 - b. Students must have completed 40 units, at least 12 units at College of the Desert.
 - c. Official Transcripts from all colleges attended must be on file with Admissions & Records. Please note that equivalencies may not be possible without course descriptions for classes taken prior to 1995. Contact your prior institutions attended to obtain course descriptions with approved General Education areas and attach them to the Application to Graduate.
 - d. If you are currently enrolled in another institution, please attach your current class schedule. (only if the course is required for this degree)
 - e. An official evaluation will be emailed to the student regarding graduation status.
 - f. If student wishes to participate in commencement ceremony in May.
 - g. Degree Application must be submitted prior to Spring Semester deadline (see above).
 - h. Follow the instructions in the Grad Packet available online in April.
 - i. Student must confirm participation in the ceremony with the CDD Bookstore by the posted deadline: 2nd Friday of May.
 - j. Student must confirm participation in the ceremony with the CDD Bookstore by the posted deadline: 2nd Friday of May.
 - k. Diplomas are mailed to the address indicated on the graduation application approximately 12 weeks after the end of the term.

GENERAL INFORMATION

Commencement Participation:
Students who graduate in the fall semester, or will graduate in spring or summer semester, will be invited to attend commencement ceremonies in May. This is a ceremony of achievement and all are encouraged to participate. Please refer to Procedure #4 above.

E-Mail Notifications:
Please note that the college assigns all students an e-mail address. ALL notifications and announcements regarding graduation evaluation, acceptance, denial, etc. will be e-mailed to this college assigned e-mail address. It is the student's responsibility to check this e-mail account at least once a week.

Requirements Completion Deadline:
Students applying for a degree MUST complete ALL requirements by the end of the term for which they are applying. Failure to complete all requirements by the end of the term will result in a denial of your Degree Application. If you are denied and wish to graduate in a subsequent term, you must reapply for the term in which you will complete all requirements.

Additional Degrees:
Students seeking additional associate degrees must complete at least 12 units in the second major that are separate and distinct from the units completed in the first major. Submit a separate Degree Application for each degree. NOTE: Student can earn a degree in only one Liberal Arts major at College of the Desert.

Names:

Template: A&R

Student ID (required): 0123456

Last Name: Ann

First Name: Lea

Student E-mail Address: lea.ann123@mycod.us

Form submitted online: 4/15/2014

Semester: Summer

Graduation Year: 2014

A&R Form Type: Degree Application

Specialist's Decision:

- Approved
- Missing Documents
- Denied
- Send Application to Lead Evaluator.
- Send to Semester End Review Folder.
- Send Application to Director

This action sends the application to the lead evaluator for final review. Laserfiche Workflow deletes the shortcut from the senior specialist's folder and creates a new shortcut in the lead evaluator's folder.

Lead Evaluator - Laserfiche

File Edit View Tasks Tools Records Window Help

Location: LaserRepository\A&R\Lead Evaluator

Folders:

- Laserfiche Repositories
 - DemoRepository
 - LaserRepository
 - A&R
 - 00 - Incoming Folder
 - Director A&R
 - Lead Evaluator
 - Senior Specialist
 - Student Files
 - Supporting Documents
 - General Documents
 - Recycle Bin

Name	Student ID	Last Name	First Name	Specialist's Decision
Degree Application - 0123456	0123456	Ann	Lea	Send Application to Lead Evaluator...

The lead evaluator opens the application and views the transcript. He determines that the student is enrolled in classes currently and must pass them before she can apply for a degree. The lead evaluator makes a note of this using the Text Box annotation and sends it back to the senior specialist, who will review the application at the end of the semester.

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Student E-mail Address: lea.ann123@mycod.us

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Graduation Year: 2014

A&R Form Type: Degree Application

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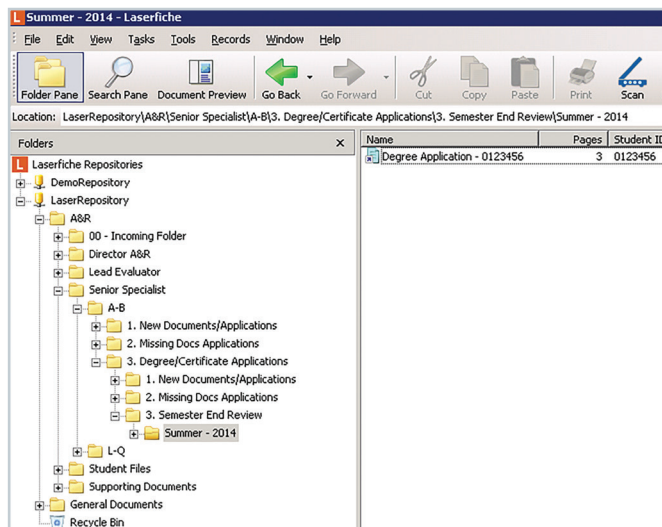
Lead Evaluator's Decision:

- Return to Specialist
- Approved
- Denied
- Adm. standing

Let's Wait for the End of the Semester. Student is currently enrolled

This action prompts Laserfiche Workflow to delete the shortcut from the lead evaluator's folder and create a new one for the senior specialist. The senior specialist changes the value of the Specialist's Decision field to Semester End Review, which tells Laserfiche Workflow to move the application shortcut to the appropriate folder for later review.

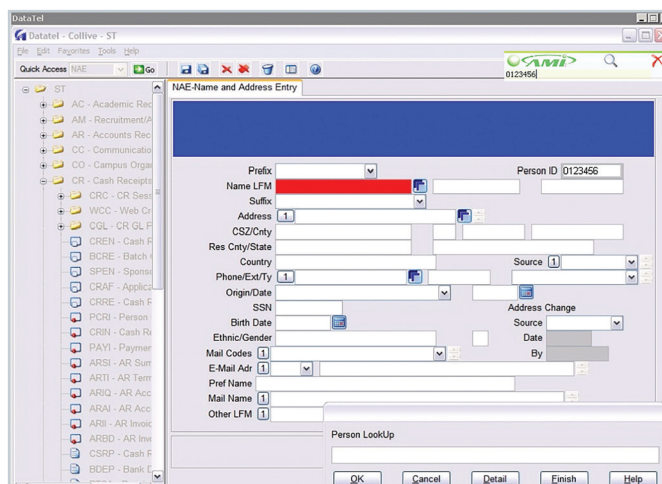
At the end of the semester, the senior specialist opens the application again, reviews it, approves it and sends it back to the lead evaluator. The lead evaluator also opens the application and approves or denies it. The student is notified of the decision by email and the application is stored in the student's file.



Laserfiche Integration with Colleague® by Ellucian

Laserfiche has been integrated with the college's Colleague® by Ellucian Student Information System. All student documents are available at the click of a button directly from within the student's record in Colleague® by Ellucian.

This integration allows users to view everything from one system and prevents them from having to switch between software applications. If the student outlined above inquires about the status of her application, the admissions employee can simply open Colleague® by Ellucian, find the student by ID and view all of the student's applications without having to open Laserfiche.



Your Next Step

Read White Papers and Case Studies
laserfiche.com/highered

Get a Demo
laserfiche.com/demo

Contact Us
 (800) 985-8533