

**REQUEST DATE** October 14, 2011

**REQUESTER / SPONSOR INFORMATION**

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|--------------|---------------------------|----------------------|
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**PROJECT INFORMATION**

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| <b>Title</b>                                | Automating Admissions Workflow (NOLIJ)   |             |                 |
| <b>Level</b>                                | Single Division/College  | <b>Type</b> | New Application |
| <b>Purpose</b>                              | <p>The problem of Tracking and Evaluating transcripts for Admissions decisions, coursework from other universities, colleges, and Advanced Placement to be included in HSU degree work, and graduation evaluation are processes that involve many steps, professional and student staff, and many opportunities to misfile important documents. Peoplesoft and Darwin are satisfactory at keeping track of information but often require entering and retrieving information from multiple places.</p> <p>affects All Admissions and Records staff, applicants for each term, and all continuing students at Humboldt.</p> <p>the impact of which is delays in getting decisions to applicants and students potentially reducing enrollment if a student accepts another institution's offer before they received HSU's response.</p> <p>a successful solution would be NOLIJ software has a well-documented success of interfacing with Peoplesoft. Using NOLIJ will reduce the time to complete each task via the "Workflow" feature whereby staff will be notified when files are complete. This allows applicants and students to receive decisions in a shorter turn-around time, staff will spend less time tracking down documents and managers will be able to have a better sense of staff workload and time on task (a feature that will be new with NOLIJ compared to the current situation). And decisions need only be entered once in NOLIJ, which will communicate directly with Peoplesoft in real time. NOLIJ can also allow Admissions and Records staff to condense information found in several places in Peoplesoft, into one form, thus reducing the time needed to complete one project. Finally, implementing NOLIJ will allow staff to evaluate current business practices, identify efficiencies, and look at what we do with a fresh perspective.</p> |             |                 |
| <b>Alternatives</b>                         | The university reviewed 3 different Imaging Software products and chose NOLIJ. Financial Aid Staff have already implemented NOLIJ and have discovered its strengths and limitations.   |             |                 |
| <b>Alignment with HSU Annual Priorities</b> | NOLIJ will eliminate the use of paper and toner, thus increasing our "Environmental Responsibility" It will also allow the Admissions and Records office to serve more students if the University decides to increase enrollment, without adding more staff and using more resources. When we increase our efficiency by spending more time evaluating files and less time looking for information in either paper form or by searching multiple screens in Peoplesoft, we will serve more students and in a better manner. If students have a more streamlined experience with less time running across campus to different offices to pick up forms, fill them out, and walk back to offices to turn them in, they will have a better overall experience. With NOLIJ, the increased efficiency can lead to more time to meet one on one with tasks like Graduation evaluation. These steps will have a broad impact on HSU's Enrollment management efforts.  |             |                 |

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| <b>Deadline</b>                         | June 2012  | <b>No Hard Deadline</b> <input checked="" type="checkbox"/> |
| <b>Deadline Reason</b>                  | While not a hard deadline, June 2012 is highly preferred due to the significant increase in Transcript processing and evaluation for Fall 2012 applicants. Delays will continue to waste valuable time with the potential to misplace a file or a piece of the file at nearly every line in the current workflow.  |   |
| <b>Considerations / Dependencies</b>    | Staff Training, integration with 9.0 Peoplesoft and the next version of NOLIJ, will determine how quickly we are able to adopt a new business practice. Having a dedicated, on-site IT staff member who knows Admissions and Records needs and has a detailed knowledge of the logic used in current Peoplesoft functionality to determine when applicant files are complete. Without a dedicated IT staff on site, it will be a greater challenge to maximize the capabilities of the NOLIJ and Peoplesoft potential.                   |   |
| <b>Resources</b>                        | I am taking lead on getting Admissions and Records staff and IT staff together to outline current Business Practices. I will also be the functional lead on getting these same staff together to develop workflow, forms (using Peoplesoft information), Communications, and trainings for all end users. We will have to purchase 4 scanners for Admissions staff. IT staff expected for use on this project include an Application Programmer, an ITC (for scanner installation) and access to the Admissions & Records IT Specialist. |   |
| <b>Estimated Cost (Hard costs only)</b> | <b>Initial</b> 1500 <b>Annual</b>  | <b>Budgeted</b> <input checked="" type="checkbox"/>         |
| <b>Affected System(s) / Module(s)</b>   |  |   |
| <b>Other</b>                            | Current Workflow diagrams included for Freshmen and Transfer Evaluations and Graduation Evaluation.  |   |

Email completed form to ITS Project Office: [itspo@humboldt.edu](mailto:itspo@humboldt.edu)