Title of CQI Activity: Improving the enrollment process for transient students

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Department(s) involved:
Records and Registration
Admissions
Financial Aid
Advising Services

Timeline:
Planned project kickoff date: October 9, 2013
Target completion date: December 6, 2013

Project Detail
Project goal
Describe this project's goal in 100 words or less

To improve the transient student process at Columbus State Community College.

Reasons For Project
Describe briefly your reasons for taking on this work now -- why the project and its goals are high among your current priorities. If possible, explain how it relates to College goals of student access and success, workforce development, sustainability, appreciation of diversity, and community outreach.

Increasing numbers of transient students due to transfer agreements and improved partnerships
Changes in the application process have made the application and enrollment process for transient students more difficult
The college does not have an accurate picture of who the “transient” student is, due to the many different majors a transient student might declare.

Organizational Areas Affected
Key Organizational Process(es)
Name and describe briefly the key organizational process(es) that you expect to change or improve.

Admissions
Registration
Academic advising

Project Time Frame Rationale
Changes in process, updating of forms and web pages, and communication to stakeholders all require adequate time—Summer 2014 Registration, February is a realistic date for implementation.

Project Success Monitoring
Describe how you plan to monitor your progress.

Ease of process for staff as reported by surveys, focus groups
Feedback from students and student comments
Feedback from key staff stakeholders in Admissions, Advising Services, SAC, TIC, etc.
Stakeholder groups monitoring of outcome measures

Project Outcome Measures
Describe the outcome measures that will tell you whether this has been a success or failure in achieving its goals.

A clear and uniform transient student process
Increased numbers of applicants declared as “transient” starting with Summer 2014 as compared with same time period in 2013
Increased number of enrolled (registered and paid) transient students starting with Summer 2014 as compared with same time period in 2013
Student and key stakeholder satisfaction with process as measured by responses to surveys, anecdotal responses and focus groups
Reduced number of official transcripts submitted in Summer 2014 versus same time period in 2013

Increased numbers of consortium agreement students starting with Summer 2014 as compared with same time period in 2013

Tracking the number of students using the electronic form and process

Please send this completed form to: accreditation@csc.edu