

Kaua`i Community College  
2015 Annual Program Review for  
Admissions and Records Office

**Program Description**

The Admissions and Records Office maintains, preserves and disseminates student academic records and provides services to students, faculty and staff at Kauai Community College. Productivity includes the following:

- process admissions applications
- collect and distribute transcripts
- process enrollment and degree verification requests
- petition and award applications for graduation

In addition, the Admissions and Records Office provides the following services:

- develop and publish the Academic Calendar
- certify students receiving Veteran's Administration Educational Benefits
- monitor the status and registration of International Students
- manage the transcript evaluation process
- report enrollment to the National Student Clearinghouse

*The service outcome for the Admissions and Records Office is to provide a clear, systematic process by which students may apply for admissions, receive transfer credits and register for Kauai Community College courses. We strive for efficient and timely processes related to academic records, registration, transcript evaluations, enrollment data and graduation.*

**Goal 1: Apply for Admissions**

- The Admissions and Records Office will provide step-by-step assistance for students completing the online application on the computers available in the office space.
- The Office will perform frequent communication with students whose applications are incomplete and pending.

- The Office staff will collaborate with the Enrollment Management and Marketing Specialist and academic advisors to support outreach efforts at the high schools to assist students in applying to college.

**Goal 2: Receive Transfer Credits**

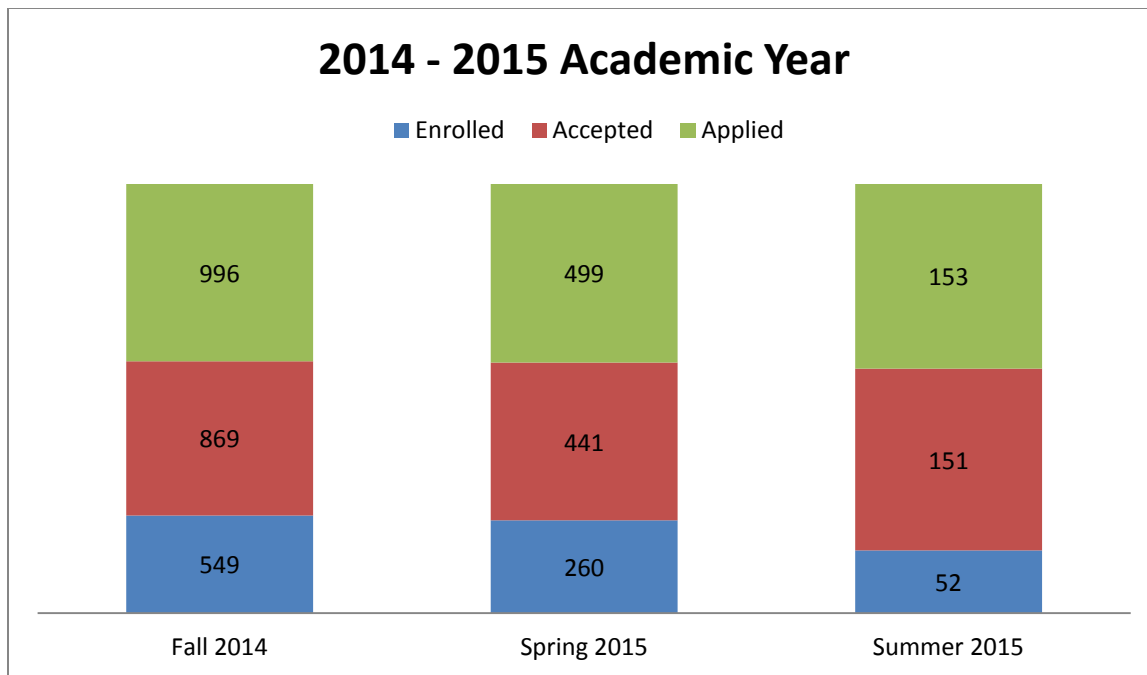
- With the addition of the transcript evaluator, the Admissions and Records Office has implemented new evaluation procedures. Upon request, students are now able to have their official transcripts reviewed following acceptance to Kauai Community College. The transcript evaluator will process the official evaluation once the student has registered for classes.

**Goal 3: Register for Classes**

- The Admissions and Records Office will maintain effective communication with the other units that encompass Student Services.
- The Admissions and Records Office will collaborate and consult with academic advisors to ensure program and course accessibility.

**Part I. Quantitative Indicators**

During the 2014 - 2015 Academic Year, the Admissions and Records Office received 1,648 online applications and 1,461 (88%) of which were completed and accepted. The processing of applications consumes a large amount of our production time. Creating acceptance records, trouble-shooting errors in Banner (student management system), collecting health records and communication with students are all part of the admissions process. The following chart provides a break-down of the applications received and processed:



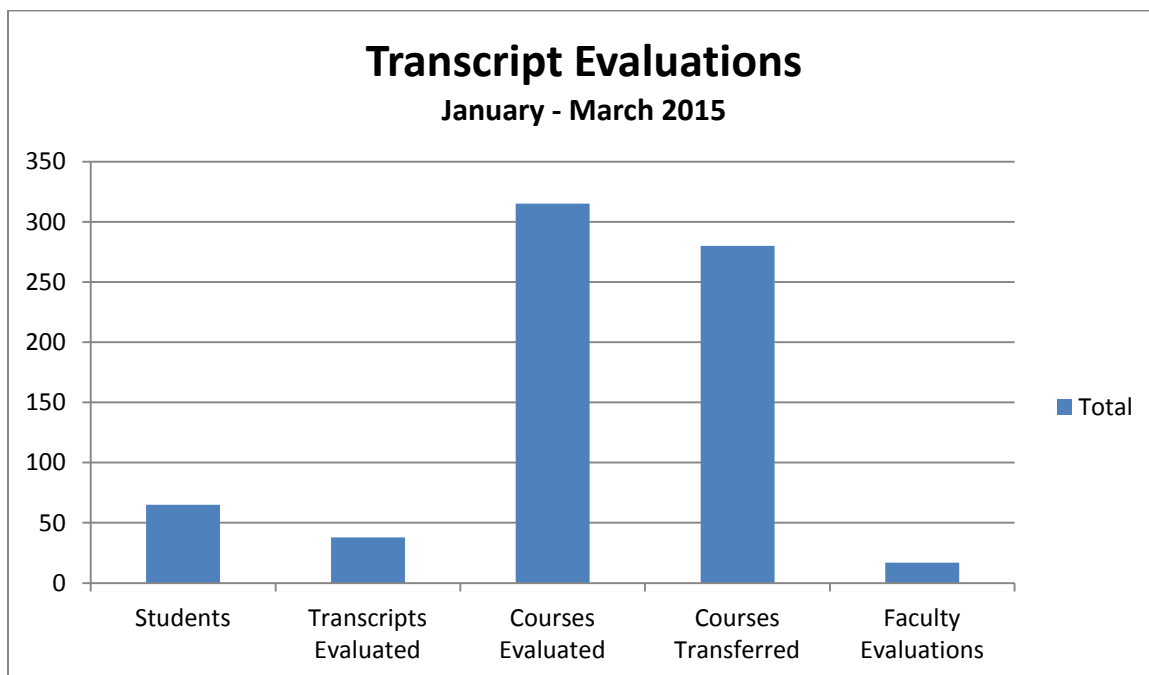
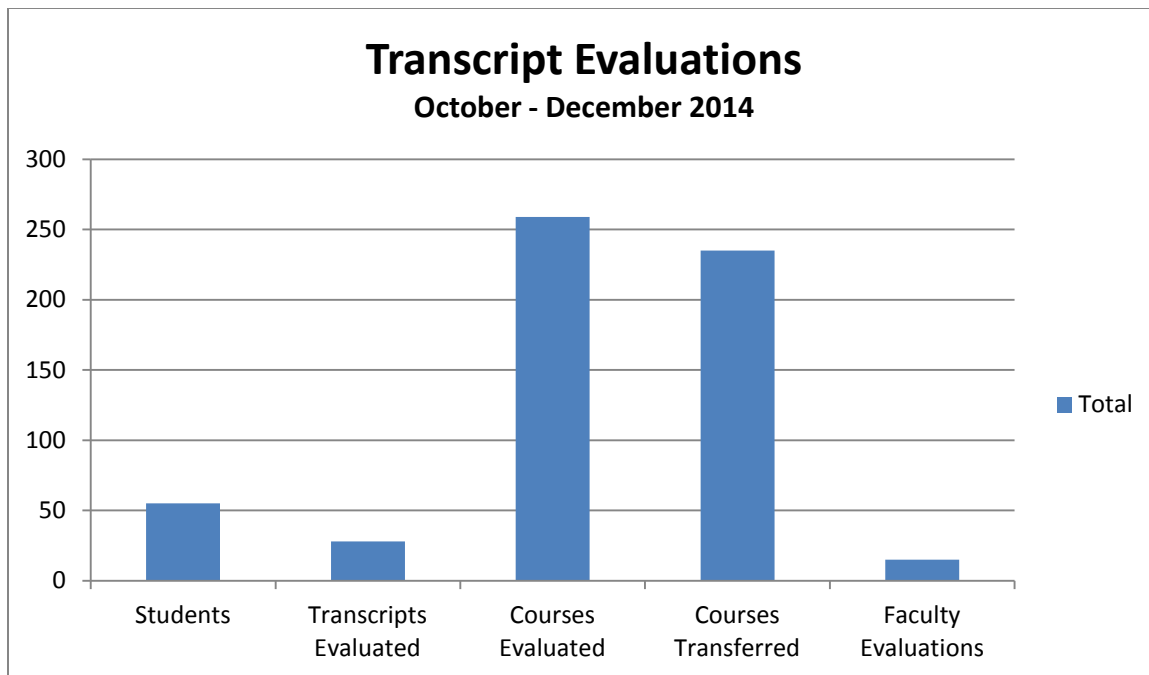
As indicated on the chart, the percent of students accepted during the AY 14/15 ranged from 88% - 99%. Despite this high percentage, we are challenged with the fact that the yield rate for enrollment remains roughly 59% to 63%. During the Fall 2014 semester, 63% of students that were accepted did register for classes. Although there is no definite solution, the Admissions and Records Office will remain committed to providing efficient and timely services.

The Admissions and Records Office continues to be supported by a grant funded Transcript Evaluator position that became available in 2013 to provide additional services to students.

Quarterly reports were maintained and included the following data:

- Total students serviced
- Total transcripts evaluated
- Total courses evaluated
- Total courses transferred
- Total faculty evaluation requests

The data collected transpired during the reporting period of October - December 2014 and January - March 2015. A summary of the data collected during the reporting periods are provided below:



In addition to the ongoing transcript evaluator services, the University of Hawaii system implementation of the Automated Transfer Articulation Process known as SZPARTI combines a multitude of steps into a single job submission. Based on specific parameters, the process operates through each campus's articulation database to populate the transfer course(s) on the student's academic record. In order for the process to be effective, it is crucial that the Admissions and Records Office maintains and updates the articulation database.

## SZPARTI Results

<b>Term</b>	<b>Students Processed</b>	<b>Courses Transferred</b>
<b>Fall 2014</b>	<b>232</b>	<b>398</b>
<b>Spring 2015</b>	<b>231</b>	<b>394</b>
<b>Summer 2015</b>	<b>52</b>	<b>68</b>

In accordance with the University of Hawaii Community College Policy - Notation of Academic Credentials, the Admissions & Records Office will verify that students have successfully met or will meet program requirements and will award certificates and degrees appropriately. This initiative includes Reverses Transfer and Automatic Conferral. Reverse Transfer is a process in which academic credits for course work completed at one of the University of Hawaii four-year campuses transfer back to the community college to satisfy associate degree requirements. Automatic Conferral is the process in which current students in a declared program (major and degree objective) have completed the requirements for lower level certificates within the program.

### Reverse Transfer Results

<b>Term</b>	<b>Students Transferred</b>
<b>Fall 2014</b>	<b>10</b>
<b>Spring 2015</b>	<b>10</b>
<b>Summer 2015</b>	<b>0</b>

### Auto Conferral

<b>Term</b>	<b>Students Conferred</b>
<b>Fall 2014</b>	<b>78</b>
<b>Spring 2015</b>	<b>39</b>
<b>Summer 2015</b>	<b>0</b>

## Part II. Analysis of the Program





**Part IV. Resource Implications**

**Part V. Program Learning Outcomes and Assessment**

**Part VI. Programs Cost Per SSH**

**Part VII. Capacity**