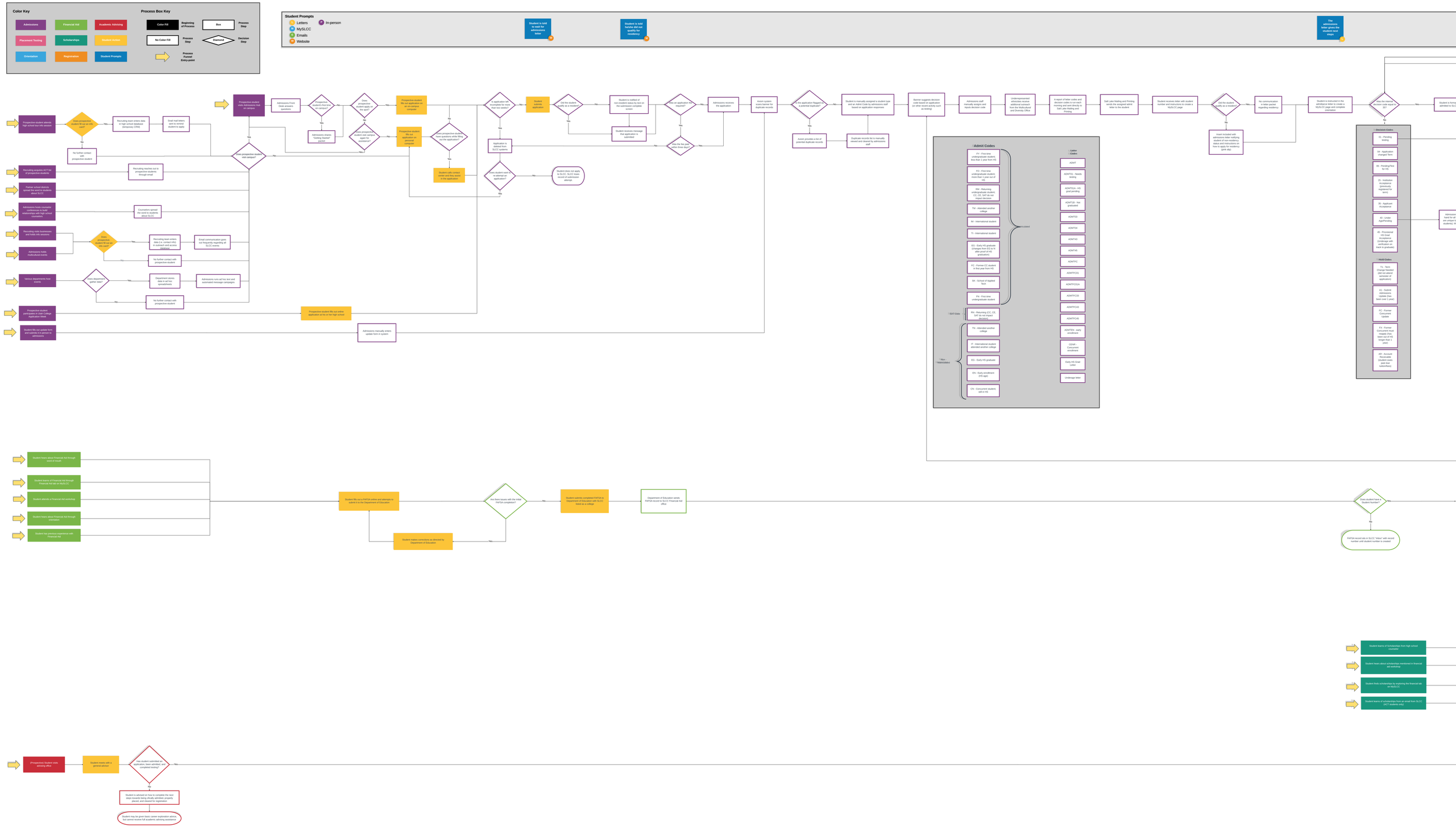
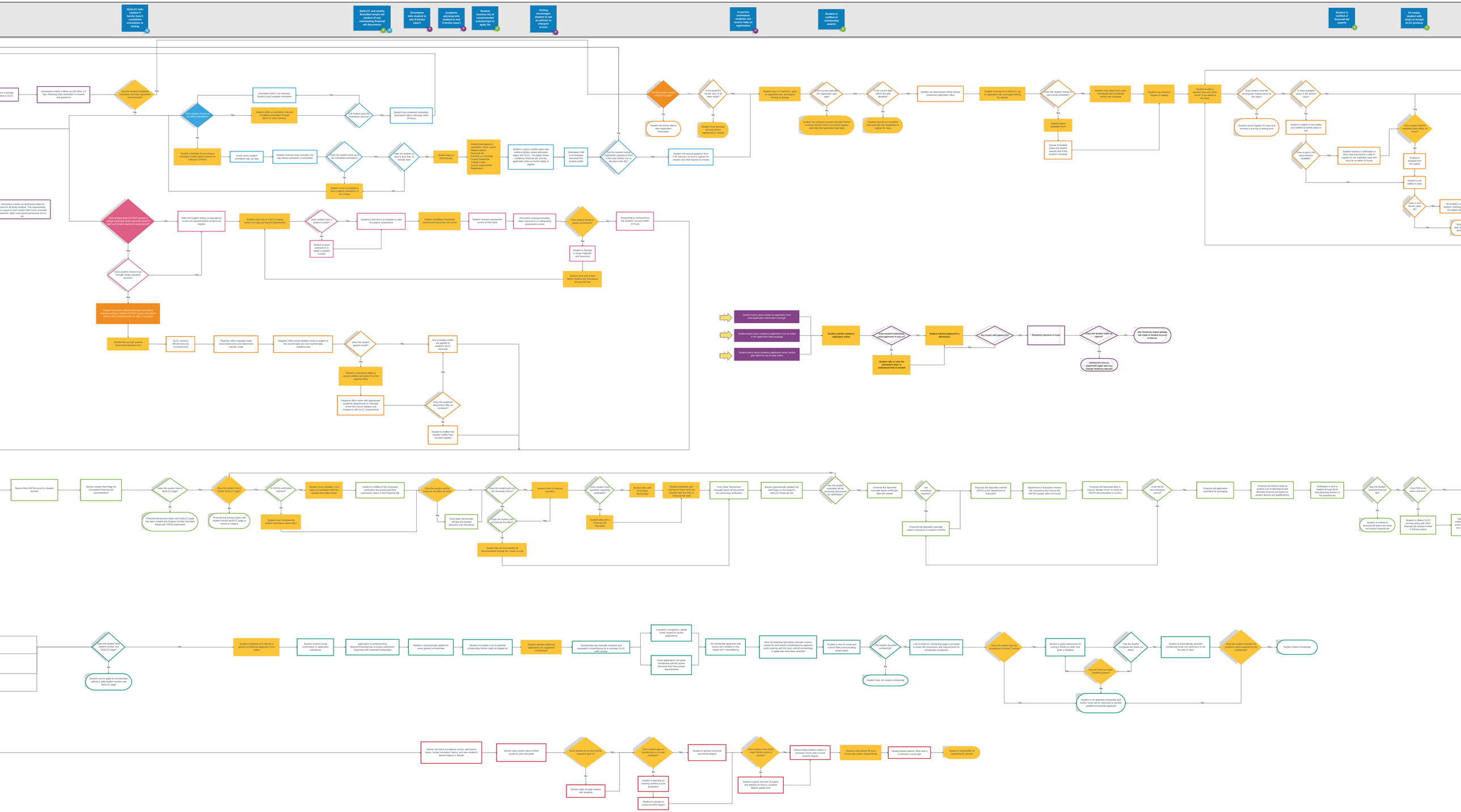
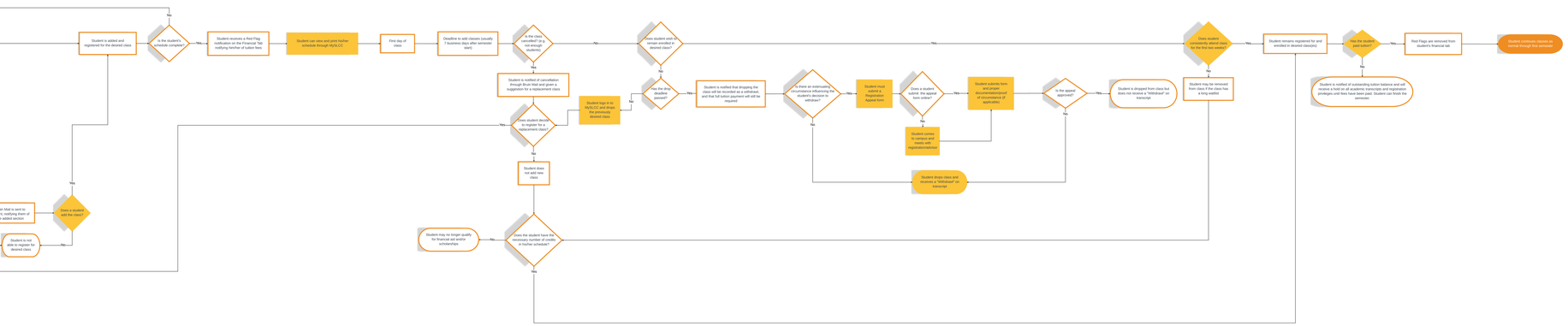

Color Key
Admissions
Financial Aid
Academic Advising
Placement Testing
Scholarships
Student Action
Orientation
Registration
Student Prompts
Process Box Key
Color Fill
Beginning of Process
Box
Process Step
No Color Fill
Process Step
Diamond
Decision Step
Process Funnel Entry-point
Student Prompts
L Letters
M MySLCC
E Emails
W Website
P In-person
Student is told to wait for admissions letter
Student is told he/she did not qualify for residency
The admissions letter gives the student next steps
Prospective student visits Admissions Hub on-campus
Admissions From Cope answers questions
Prospective student's first year in campus?
Does prospective student apply on the spot?
Prospective student fills out application on on-campus computer
Admissions shares "Getting Started" packet
Does prospective student visit campus, apply for assistance?
Prospective student fills out application on personal computer
Does prospective student visit campus?
Prospective student attends high school tour info session
Does prospective student fill out an info card?
Recruiting team enters data in high school database (temporary CRM)
Snail mail letters sent to remind student to apply.
No further contact with prospective-student
Recruiting acquires ACT list of prospective students
Recruiting reaches out to prospective students through email
Partner school districts spread the word to students about SLCC
Admissions hosts counselor conferences to build relationships with high school counselors
Counselors spread the word to students about SLCC
Recruiting visits businesses and holds info sessions
Admissions holds multicultural events
Does prospective student fill out an info card?
Recruiting team enters data (i.e. contact info) in outreach and access database
Email communication goes out frequently regarding all SLCC events
No further contact with prospective-student
Various departments host events
Does department gather data?
Department stores data in ad hoc spreadsheets
Admissions runs ad hoc text and automated message campaigns
No further contact with prospective-student
Prospective student participates in Utah College Application Week
Student fills out update form and submits it in person to admissions
Prospective student fills out online application at his or her high school
Admissions manually enters update form in system
Is application 50% complete for more than two weeks?
Application is deleted from SLCC systems
Does student want to re-attempt an application?
Student does not apply to SLCC. SLCC loses record of admission attempt
Student submits application
Did the student apply as a resident?
Student is notified of non-resident status by text on the submission complete screen
Student receives message that application is submitted
Was an application fee required?
Was the fee paid within three days?
Admissions reviews the application
Axiom system scans banner for duplicate records
Is the application flagged as a potential duplicate?
Axiom provides a list of potential duplicate records
Duplicate records list is manually viewed and cleared by admissions staff
Student is manually assigned a student type and an Admit Code by admissions staff based on application responses
Banner suggests decision code based on application (or other variables) which varies on testing
Admissions staff manually assigns and inputs decision code
Underrepresented ethnic/race receives additional outreach from the Multicultural and Diversity Office
A report of letter codes and decision codes is run each morning and sent to Salt Lake Mailing and Printing
Salt Lake Mailing and Printing sends the assigned admit letter to the student
Student receives letter with student number and instructions to create a MySLCC page
Did the student qualify as a resident?
Insert included with admission letter defining student of non-residency status and instructions on how to apply for residency (pink slip)
No communication in letter packet regarding residency
Student is instructed in the admittance letter to create a MySLCC page and complete orientation
Was the internal decision code equal to 20?
Student is formally admitted to SLCC
Admission letters are unique to students, MI
Admit Codes
FY - First time undergraduate student less than 1 year from HS
FO - First time undergraduate student more than 1 year out of HS
RM - Returning undergraduate student CC, CE, SAT do not impact decision
TM - Attended another college
IM - International student
TI - International student
EG - Early HS graduate (HS diploma or GED after proof of HS graduation)
FC - Former CC student in first year from HS
SK - School of Applied Tech
PN - First time undergraduate student
RN - Returning (CC, CE, SAT do not impact decision)
TN - Attended another college
IT - International student attended another college
EG - Early HS graduate
EN - Early enrollment (HS age)
CN - Concurrent student, still in HS
Calculated
SAT Code
Non-Matriculated
Letter Codes
ADMT
ADMT01 - Needs testing
ADMT01A - HS grad pending
ADMT18 - Not graduated
ADMT03
ADMT04
ADMT43
ADMT45
ADMTFC
ADMTFC01
ADMTFC01A
ADMTFC03
ADMTFC43
ADMTFC45
ADMTEN - early enrollment
CENR - Concurrent enrollment
Early HS Grad Letter
Undoage letter
Decision Codes
01 - Pending testing
04 - Application changed Term
06 - Pending/Test for HS
25 - Institution Acceptance (previously registered for term)
35 - Applicant Acceptance
40 - Under Age/Pending
45 - Provisional HS Grad Acceptance (pending final verification on track to graduate)
Hold Codes
71 - Term Change Needed (student requests semester of application)
A1 - Submit Admissions Application (has been over 1 year)
FC - Former Concurrent Updates
FX - Former Concurrent must reapply (has been out for longer than 1 year)
AR - Account Receivable Restrictions (past due tuition/fees)
Student hears about Financial Aid through word of mouth
Student learns of Financial Aid through Financial Aid tab on MySLCC
Student attends a Financial Aid workshop
Student hears about Financial Aid through orientation
Student has previous experience with Financial Aid
Student fills out a FAFSA online and attempts to submit it to the Department of Education
Are there issues with the initial FAFSA completion?
Student makes corrections as directed by Department of Education
Student submits completed FAFSA to Department of Education with SLCC listed as a college.
Department of Education sends FAFSA record to SLCC Financial Aid office
Does student have a Student Number?
FAFSA record sits in SLCC "Inbox" with record number until student number is created
Student learns of Scholarships from high school counselor
Student hears about scholarships mentioned in financial aid workshop
Student finds scholarships by exploring the financial tab on MySLCC
Student learns of scholarships from an email from SLCC (ACT students only)
(Prospective) Student visits advising office
Student meets with a general advisor
Has student submitted all application, been admitted, and completed testing?
Student is advised on how to complete the next steps towards being officially admitted, properly placed, and cleared for registration.
Student may be given basic career exploration advice but cannot receive full academic advising assistance.


MySLCC tells student if he/she hasn't completed orientation or testing
MySLCC and weekly BrainMail emails tell student of any outstanding financial aid documents
Orientation tells student to test if he/she hasn't
Academic advising tells student to test if he/she hasn't
Student receives list of recommended scholarships to apply for
Testing encourages student to see an advisor to interpret scores
In-person orientation students can receive help on registration
Student is notified of scholarship awards
Student is notified of financial aid awards
FA emails student with steps to accept SLCC promise
Admissions creates an admissions letter by mail and emails it to the student (letter contents are unique to each student (like home-schooled students). Might need parent permission forms, etc.
Admissions makes a follow-up call within 2-3 days following letter distribution to answer any questions
Has the student completed orientation and had registration hold removed?
Does student choose to do online orientation?
Orientation hold is not removed. Student must complete orientation
Student clicks on orientation link and completes orientation through MySLCC (Net-Connect)
Did student pass the orientation quizzes?
Student has completed orientation. Orientation hold is removed within 24 hours
Student schedules for on-campus orientation (either Quick Connect or Campus Connect)
Assign ability student orientation sign-up data
Student receives email reminder one day before orientation is scheduled
Does the student show up to the scheduled orientation?
Does the student to one or less than 15 minutes late?
Student sign-in electronically
Student must be scheduled a time to attend orientation, or do it online
Student participates in orientation, which covers: Degree options Financial Aid Full-time vs. Part-time Student Life Campus Colleague Credit Course requirements Registration
Student is given a profile paper that lists the steps they must complete to meet with SLCC. The paper shows academics, financial aid, and any applicable holds on his/her ability to register
Orientation hold is immediately removed from student profile
Has the student received a first year advisor (i.e. a decision code 35)?
Student will receive guidance from FYE Advisors on how to register for classes and what classes to choose
Has the student applied to a MySLCC degree?
Student will not be able to view registration information
Is the student's record clear of all other holds?
Student must eliminate all holds before registering for classes
Student logs in to MySLCC, goes to registration tab, and begins looking at classes
Is the current date after the registration start date?
Student can research courses and plan his/her schedule ahead of time, but cannot register until after the registration start date
Is the current date before the add deadline?
Student must fill out exception form and talk with registration to register for class
Student can add classes online without contacting registration office
Student must log on to MySLCC, go to registration tab, and begin looking for classes
Does the student choose to use course scheduler?
Student must select each class individually and coordinate his/her own schedule
Student inputs available hours
Course Scheduler shows the student possible options for the student's schedule
Student may research classes in catalog
Student locates a desired class and clicks "enroll" or "add" next to the class
Does student meet the prerequisite requirements for the class?
Student cannot register for class and receives a pre-req or testing error
Is there available space in the desired class?
Student is added to the waitlist and notified of his/her place in line
Does a spot in the class become available?
Student receives a notification in Brum Mail that he/she is able to register for the waitlisted class and must do so within 24 hours
Does student add the waitlisted class within 24 hours?
Student is dropped from the waitlist
Student is not added to class
Does a new course need to be set?
Brum Mail is sent to student informing him/her of the added course
Student is notified of the new course and drops not receive financial aid
Student is offered SLCC promise along with other freshmen and should be aware he is full-time status
Student is directed to obtain a course syllabus and submit it to the regional office
Registrar office works with appropriate academic departments to manually review the course syllabus and compare it with SLCC requirements
Does the academic department offer an exception?
Student is notified that transfer credits have not been applied
Any accepted credits are applied to student's SLCC transcript
Does the student appeal results?
Student is given instructions to obtain a student number
Does student have a student number?
Student is directed to a computer to take Accuplacer assessment
Student completes Accuplacer assessment and prints out scores
Student receives assessment scores at front desk
Front desk employee provides basic instructions on interpreting assessment scores
Does student decide to retake assessment?
Student is directed to study materials and resources
Student must wait 3 days before retaking the Accuplacer and pay $15 fee
Testing hold is removed from the student's account within 24 hours
Does student have ACT/SAT scores or college credit that would waive the need for Math and English placement assessment?
Math and English testing or equivalency scores are required before student can register
Student visits one of 4 SLCC testing centers (no sign-up required beforehand)
Does student choose to go through credit evaluation process?
Student must order official transcripts from his/her previous school or official ACT/SAT scores and submit them to SLCC electronically, by mail, or in person
Student fills out and submits Transcript Evaluation form
SLCC receives official transcript records/scores
Registrar office manually reads transcripts/scores and determines transfer credit
Registrar office sends detailed email to student of the transferrable and non-transferrable credits/scores
Student learns about residency application from print application submission message
Student learns about residency application from an insert in the application letter package
Student learns about residency application when he/she gets billed for out-of-state tuition
Student submits residency application online
Does student understand what paperwork to turn in?
Student calls or visits the admissions dept. to understand what is needed
Student submits paperwork to admissions
Any issues with paperwork?
Residency decision is made
Does the student make an appeal?
Admissions reviews paperwork again and may change residency decision
Any residency status updates are made to student account in Banner
Banner links FAFSA record to Student Number
Banner creates Red Flags for incomplete Financial Aid documentation
Does the student have a MySLCC page?
Financial Aid process stops until MySLCC page has been created and Student Number has been linked with FAFSA submission
Does the student check his/her MySLCC page?
Financial Aid process stops until student checks MySLCC page or comes to campus
Is FAFSA verification required?
Student must complete 1 of 4 types of verification AND the student information sheet
Student must complete the student information sheet ONLY
Student is notified of the necessary verification documents and their submission status in the Financial Tab
Does the student call the Financial Aid office for help?
Front Desk Technician will give the student directions over the phone
Does the student print out the necessary forms?
Does the student visit a Financial Aid office?
Student fills out and submits all documentation through fax, email, or mail
Student visits a Financial Aid office
Does student have questions regarding verification?
Student talks with a Financial Aid Specialist
Student talks with Front Desk Technician
Student completes and submits as many forms as possible with the help of Financial Aid staff
Front Desk Technician manually inputs all documents not concerning verification
Banner automatically updates the Red Flags on the student's MySLCC Financial Tab
Has the student submitted all the necessary documents for verification?
Financial Aid Specialist manually inputs verification data into system
Are corrections required?
Financial Aid Specialist manually makes corrections to student's FAFSA
Financial Aid Specialist submits FAFSA to the Department of Education
Department of Education reviews the corrections and returns the FAFSA (usually within 48 hours)
Financial Aid Specialist does a manual "double check" to verify the FAFSA documentation is correct
Is all FAFSA documentation correct?
Financial aid application submitted for packaging
Financial Aid Advisor looks at student cost of attendance and allocates financial aid based on student desires and qualifications
Notification is sent to student through Brum Mail informing he/her of the awarded aid
Has the student accepted financial aid?
Student is notified of financial aid and drops not receive financial aid
Does Pell cover tuition and fees?
Student is full-time status
Does the student have a student number and MySLCC page?
Student cannot apply for scholarships without a valid student number and MySLCC page
Student completes and submits a general scholarship application form online
Student receives email confirmation of application submission
Application is synthesized by (Banner/AwardSpring) and pushes submission responses with potential scholarships
Student is automatically applied for some general scholarships
Student is emailed a list of potential scholarships he/she might be eligible for
Student submits additional applications for suggested scholarships
Scholarships are manually reviewed and evaluated in AwardSpring by a volunteer SLCC staff member
A student is assigned a "global score" based on his/her applications
Some applications are given scholarship specific scores (because they have unique requirements)
All scholarship applicants and scores are compiled in one master list in AwardSpring
Alisa (Scholarship Specialist) manually reviews master list (starting with the best) and awards scores (starting with the best) until all scholarships or applicants have been awarded
Student is sent an email and a Brum Mail communicating award status
Has student accepted scholarship?
Student does not receive scholarship
Link to MySLCC scholarship page is provided in email with instructions and requirements for scholarship acceptance
Does the student sign the acceptance of terms? (note)
Student is given instructions for writing a thank you letter and given a deadline
Has the student completed the thank you letter?
Has the thank you letter deadline passed?
Student is not awarded scholarship and his/her funds will be redirected to another qualified scholarship applicant
Student is automatically awarded scholarship funds one week prior to the first day of class
Does the student maintain the academic status required by the scholarship?
Student retains scholarship
Advisor will check Accuplacer scores, admissions status, recaps orientation basics, and view student's desired degree in Banner
Advisor asks student about his/her academic plan and goals
Does student know what his/her long-term goal is?
Advisor walks through options with students
Does student plan on transferring to a 4-year institution?
Student is planning on entering workforce post graduation
Student is advised to pursue an AAS degree
Student is advised to pursue and AS/AA degree
Does student know what major he/she wants to pursue?
Student is given overview of majors and advised on how to complete degree update form
Advisor helps student create a 2 semester course plan is work towards degree
Students and advisor fill out a course plan and/or Degreeworks
Student leaves advisor office with a 2 semester course plan
Student is responsable for registering for classes

FA emails Student with financial aid award information