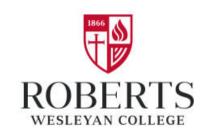A regional liberal arts college streamlines the admissions and registration processes to better meet FERPA privacy requirements and enable staff to share permissioned access to student information in departments across campus.

CROTHERS SCIENCE & NURSING CENTER

ROBERTS
WESLEYAN COLLEGE
1866

Deanna Porterfield, College President
Roberts Wesleyan College, Rochester, NY

"The integration between DocuWare and our admissions software, as well as our student information system has become the key benefit of our new solution. Our data syncs every two minutes, so we know we always the most current information available to our staff."

Location: USA

Industry: Education

Deployment: On-Premises

Department: Admissions and Registrar's Offices

Integration: AdmitGold (CRM for educational institutions)

Roberts Wesleyan College is a Christian liberal arts college located near Rochester, New York. With a mix of traditional and adult education students, Roberts offers 60 plus majors and has a student body of nearly 2,000.

Before DocuWare, admissions and registration records were stored in file cabinets in the College's main office, and they were running out of storage space. Sharing information between departments in buildings across campus and determining whether you were working with the most current version of a document was difficult. The College's management team also wanted to more easily meet privacy requirements outlined in the Family Educational Rights and Privacy Act (FERPA) by limiting information access automatically. Reducing printing and storage costs, as well as help increase enrollment by simplifying the admissions process were their other goals.

Integrating DocuWare with AdmitGold admissions software solved a major workflow issue

The Admission's Department needed to store prospective students' applications, transcripts, letters, ACT and SAT scores. The Department is now able to securely store them as they are submitted through the College's admission software, AdmitGold, which is integrated with

"In the future we plan to expand our solution to make accessing student documents in DocuWare even easier."

DocuWare. The staff enters the prospective student ID that is generated by AdmitGold, the document type and date. The remaining index fields such as first and last name, and major are automatically populated using the ID number as a match code. Once all the required documents have been received, a workflow process routes an admissions evaluation form to the admissions counselor and then to the admissions director for approval. An electronic stamp is then used to mark the applicant as accepted or denied.

The Registrar's Office uses DocuWare to store change of major request forms, transcripts, academic alerts, FERPA forms and other information. Every piece of information is now available in one central system.

A centralized, secure student database speeds up multiple processes

With the new system in place, the College is consolidating information and allowing faculty advisors to have controlled access to information in DocuWare, based on a student's major. This has eliminated storing student information in multiple locations and ensured everyone refers to the most current document. Having one universal database gives the staff the tools they need to answer questions quickly, thereby decreasing student frustration.

"DocuWare gives us the framework to meet our goal of increasing enrollment."

"Before DocuWare, we would have to schedule a meeting to determine if a student could receive transfer credit. Today this is done virtually with a predefined workflow, saving time and clearing excess meetings from staff schedules," College President Deanna Porterfield explains. "DocuWare gives us the framework to meet our goal of increasing enrollment. Our workflow is simple and transparent, speeding admissions processing time and allowing us to simplify things for our students," Porterfield concludes.

Saving about $5,000 on storage costs was a significant plus point

By moving to an electronic system, the College reduced printing and storage costs by $5,000 annually; however, the biggest benefit is integrating DocuWare with their existing software.

"The integration between DocuWare and our admissions software, as well as our student information system has become the key benefit of our new solution. Our data syncs every two minutes, so we know we always have our documents indexed correctly and have the most current information available to our staff," Porterfield says. "In the future we plan to expand our solution to make accessing student documents in DocuWare even easier. We are excited to work with a solution that offers future expansions and has the potential to grow with us."

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