



Student Success Definition

Admissions and Records

The Office of Admissions and Records is dedicated to assisting students in applying for admissions, registering for classes, paying fees, and accessing academic records, forms, and resources. We are committed to administering our programs with the highest form of customer service, professionalism, and efficiency in order to create a welcoming and informative environment for students.

CAS Domain	Measurable Outcomes	Indicators of Success
Mission	<ul style="list-style-type: none"> A&R will implement, disseminate, regularly reviews and updates the mission statement 	<ul style="list-style-type: none"> Establish a prescribed process for reviewing and updating mission statement
Programs and Services	<ul style="list-style-type: none"> Students will be able to utilize online tools to access accurate information, services and resources 	<ul style="list-style-type: none"> # of online applications received and processed for new and returning students # of new students who successfully apply online and set up an online student portal # of students who enroll who also set up their student email account # of returning students who re-apply and re-register from Fall 2018 to Fall 2019
Programs and Services	<ul style="list-style-type: none"> Students will identify and become independent users of Admissions and Records resources 	<ul style="list-style-type: none"> # of students in population who register on the date and time assigned to them for priority registration from Fall 2018 to Fall 2019
Programs and Services	<ul style="list-style-type: none"> Students will understand the requirements for receipt of a degree/certificate 	<ul style="list-style-type: none"> As demonstrated by the # of degrees/certificates awarded by A&R # of diplomas claimed
Collaboration and Communication	<ul style="list-style-type: none"> Students will have a seamless experience when applying and enrolling within their special populations. 	<ul style="list-style-type: none"> # of trainings and personnel dedicated to increasing knowledge across departments regarding the admissions process