



Student Services
(Admissions and Records)
Program Review Reflection
2014-2015

1. Overview: Assess program, services, division during the 2014-2015 year. Describe accomplishments, challenges and how challenges were addressed. Include evidence that illustrates accomplishments and challenges.

The accomplishment the Admissions and Records (A&R) office has made was the new priority enrollment registration, which began Fall 2014. ETS, in collaboration with A&R, has created a checklist on the students MyPortal account. The A&R staff assisted students with their checklist by using a reports tab in Banner that outlines their priority enrollment status.

Some of the challenges faced were if or when a student applied, or had chosen an undeclared major or education goal they were sent an email notifying them about updating their major on their MyPortal account to get a better registration date. When a student completed one or more of the required elements for priority registration, Banner automatically updated and improved the date to register. Students were also notified by email and on the De Anza website about their new priority registration requirements.

The challenges were addressed by creating an enrollment priority appeal petition exist for students requesting an earlier date and can have that appeal reviewed by the A&R office. This is a one-time appeal request only .

2. Describe how SSSP core services or DSPS, EOPS, CalWORKs program plans were met. Include evidence that illustrate how the core services were met.

The SSSP core services program plans were met by creating the new priority enrollment registration groups in support of DSPS, EOPS, CalWORKs and Veterans. The priority enrollment registration group allows the support for these special population students to be successful. They are required to take a placement test, orientation, and create an educational plan before receiving a priority registration date. They are given two days to register for their courses to allow them to receive their primary class schedule. They are also given assistance in registering from their classes within these special population offices to aid them in being successfully. The option of an online orientation was introduced October 2015. The online orientation can be used as priority registration requirement instead of completing an in person orientation workshop or class. This option has streamlined the process and given our students multiple options to complete their priority registration checklist quicker and more efficiently.

3. Describe how Student Equity goals were met. Include evidence that illustrate how goals were met.

All students have to do the same registration steps to obtain the priority registration date. Students must take a placement test, choose a declared major, education goal and create an education plan before they are given a priority registration date, if not they are given a later date to register.

4. Enrollment Management (if applicable): Analysis of course offerings and what is needed for 2015-2016 course offerings.

This section is not applicable to Admissions and Records.

5. Resource requests based on previous Program Reviews and/or Annual Program Review Updates.

One admission assistant 08/2014 and one extra enrollment specialist on 12/2015. – Locked Myportal. Improved the process beginning in Fall 2015. The phone number on the students account is used to unlock.

6. Other Relevant Information: