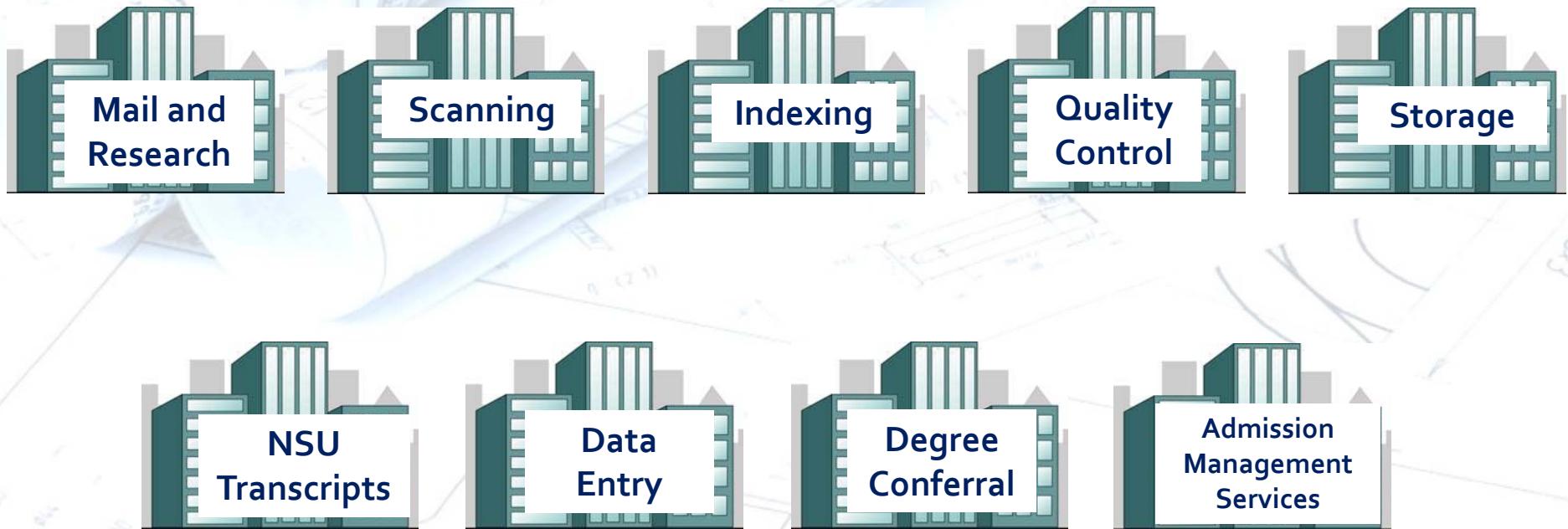


# Enrollment Processing Services

David Tyree, Ed. D.

Director

# Enrollment Processing Services (EPS)



# Incoming Document Sources



Physical  
Mail



Blue  
Interoffice  
Envelopes



Admissions and  
Financial Aid  
Documents



Transcripts,  
LOR's and IIPD  
Service Apps  
through  
Electronic Portals



Financial Aid and  
Admissions  
Documents via  
NSU email



# Mail and Research Area

## Incoming Documents

276,675 documents  
processed in 2016

### Research Student ID



Locate ID



No ID



Orphan Doc  
Labeled 'NOSID'

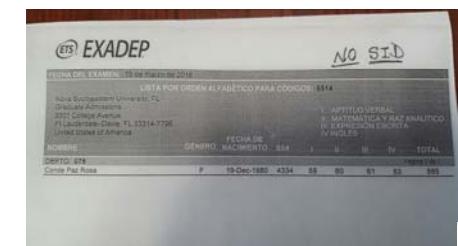
### Redact SSN & DOB

CASPA 2016-2017 Cycle		Grader: Unlabeled	Applicant ID: 34264866170	Application Status: Verified
BIOGRAPHIC INFORMATION				
PROFILE				
First Name:	Univsity	Middle/Last Name:	No	
Middle Name:	Catherine	Other Name:	—	
Last Name:	Grader	Alternate First Name:	—	
Suffix:	—	Alternate Middle Name:	—	
Gender or Sex:	FEMALE			
BIRTH INFORMATION				
Date of Birth:	10/14/1980	Male/Female:	—	
City:	Palm Harbor	State:	Florida	
Country:	United States	Zip Code:	—	

### Scanning Sort



### Research Orphans

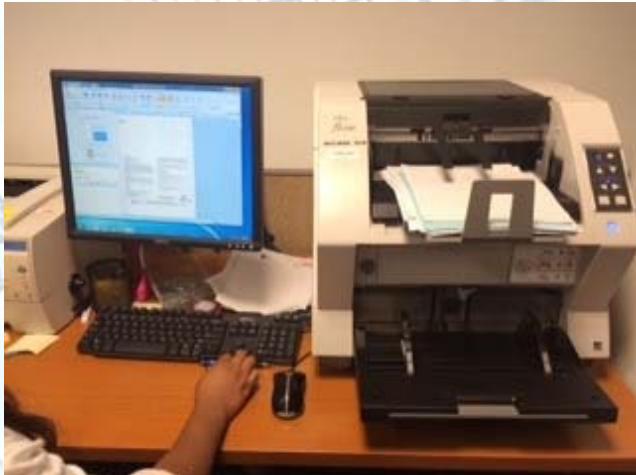


- Daily Auto unorphan by SSN match
- Manual match

NOTE: Mail and Research returns all foreign credentials to applicants after imaging.



# Scanning



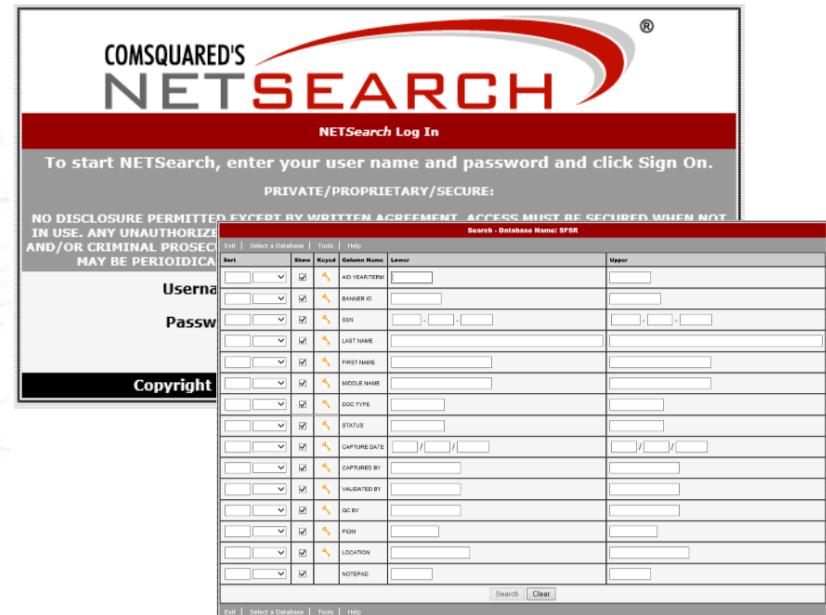
204,543 documents were  
scanned in 2016

- Verify all documents are properly stamped, barcoded, and separated
- Scan document into appropriate Imaging Database (Admissions, Financial Aid, etc.) and processing batch class
  - Associated downstream steps, such as document received email notifications, are triggered.

# Indexing

302,401 documents were indexed in 2016

- Verify document scanned as required
- Identify document type and status
- Financial aid fax/document routes to appropriate email address
- Ensure redaction of first 5 digits of SSN and year in DOB
- Correct data as required



COMSQUARED'S **NETSEARCH**  
NETSearch Log In

To start NETSearch, enter your user name and password and click Sign On.

PRIVATE/PROPRIETARY/SECURE:

NO DISCLOSURE PERMITTED EXCEPT BY WRITTEN AGREEMENT. ACCESS MUST BE SECURED WHEN NOT IN USE. ANY UNAUTHORIZED AND/OR CRIMINAL PROSECUTION MAY BE PERIODICALLY CONDUCTED.

Search Database Name: SFSA

Sort | Select a database | Tools | Help

Sort	Show	Column Name	Up/Down
	<input checked="" type="checkbox"/>	AD YEAR-TERM	
	<input checked="" type="checkbox"/>	BANNER ID	
	<input checked="" type="checkbox"/>	SSN	
	<input checked="" type="checkbox"/>	LAST NAME	
	<input checked="" type="checkbox"/>	FIRST NAME	
	<input checked="" type="checkbox"/>	MIDDLE NAME	
	<input checked="" type="checkbox"/>	DOC TYPE	
	<input checked="" type="checkbox"/>	STATUS	
	<input checked="" type="checkbox"/>	CAPTURE DATE	
	<input checked="" type="checkbox"/>	CAPTURED BY	
	<input checked="" type="checkbox"/>	CAPTURED TO	
	<input checked="" type="checkbox"/>	LOCATION	
	<input checked="" type="checkbox"/>	NOTEBOOK	

Copyright

Search | Clear | Help



# Quality Control



- Confirm documents imaged correctly in NETSearch and correct issues identified
- Process documents received through admissions and financial aid fax lines
- Research imaging concerns
- Handle emails sent to [epsquality@nova.edu](mailto:epsquality@nova.edu)



# Storage



Online in NETSearch   On site in EPS

Offsite  
Warehouse

NOTE: Original foreign credentials are returned overnight to applicant/student when imaging is confirmed in NETSearch.



# Online Storage in NETSearch



- Indexed documents
- Average 45,000 documents imaged monthly
- Over 12.6 million documents in NETSearch

# Onsite Storage at EPS



- Admissions documents – 90 days

# Storage at the Off-site Warehouse



- Transcripts – 91 plus days
- All bursar and financial aid documents
- Over 5,400 boxes in storage

# NSU Transcripts

Satisfied 25,966 requests for  
NSU transcripts in 2016

FEDERAL LAW PROHIBITS THE DISTRIBUTION OF THIS DOCUMENT WITHOUT THE CONSENT OF THE STUDENT

<b>THE NAME OF THE UNIVERSITY IS PRINTED IN WHITE PRINT ACROSS THE FACE OF THIS 8.5 X 11 INCH TRANSCRIPT</b>	<b>NSU</b> <b>NOVA SOUTHEASTERN</b> <b>UNIVERSITY</b> 1301 College Avenue Fort Lauderdale, Florida 33314-7796	Date Issued: 31-MAR-2017 Internal for EFS
	Page: 1	
<b>Issued To: Internal Transcript Review</b>		
		
<b>Course Level: Masters - HCM</b>		
<b>Comments:</b> Academic Requirements Completed: 06/28/2013		
<b>Degrees Awarded Master of Business Admin: 11-JUL-2013</b> Hrs: 51.00 GPA-Hrs: 42.00 QPA: 145.10 GPA: 3.47 Major: Business Administration Maj/Concentration: Entrepreneurship		
<b>Mej/Concentration: Entrepreneurship</b>		
<b>SUBJ. NO. COURSE TITLE CRED. GRD PTS. R</b>		
<b>Institution Information continued:</b>		
<b>Winter 2010</b> MOT 5020 Managing Org Behavior 3.00 B+ 9.30 I MOT 5020 Managing Org Behavior 3.00 B+ Hrs: 3.00 QPA: 9.00 QPA: 9.00 QPA: 9.00 QPA: 9.00 I MOT 5020 Managing Org Behavior 3.00 B+ Off Probation/Good Standing		
<b>Summer TI 2011</b> MOT 5005 Introductory Marketing 3.00 A 12.00 I MOT 5005 Introductory Marketing 3.00 A Hrs: 6.00 QPA-Hrs: 6.00 QPA: 24.00 GPA: 4.00		
<b>INSTITUTION CREDIT:</b>		
<b>Spring 2008</b> ACTP 5001 Introductory Acc 3.00 A- 0.00 Hrs: 11.00 QPA: 9.00 QPA: 9.00 QPA: 9.00 I ACTP 5001 Introductory Acc 3.00 A- Hrs: 6.00 QPA-Hrs: 6.00 QPA: 11.15 GPA: 3.70		
<b>Fall 2010</b> MOT 5014 1st Century Mgt Practic 3.00 A 11.18 I MOT 5014 1st Century Mgt Practic 3.00 A Hrs: 6.00 QPA-Hrs: 6.00 QPA: 11.18 GPA: 3.50		
<b>Summer TI 2008</b> MOT 5014 Enterprise Information Systems 3.00 W 0.00 Hrs: 6.00 QPA-Hrs: 6.00 QPA: 0.00		
<b>Winter 2010</b> MOT 5005 Introductory Marketing 3.00 W 0.00 Hrs: 6.00 QPA-Hrs: 6.00 QPA: 0.00		
<b>Fall 2008</b> ISM 5014 Business Finance 3.00 B- 0.00 Hrs: 6.00 QPA-Hrs: 6.00 QPA: 0.00		
<b>Spring 2011</b> ISM 5014 Enterprise Information Systems 3.00 B- 9.00 Hrs: 6.00 QPA-Hrs: 6.00 QPA: 13.00 GPA: 3.30		
<b>Summer TI 2012</b> ACT 5060 Acct For Decision Makers 3.00 A 12.50 I MOT 5020 Managing Org Behavior 3.00 F 0.00 Hrs: 6.00 QPA-Hrs: 6.00 QPA: 0.00		
<b>Winter 2009</b> MOT 5020 Managing Org Behavior 3.00 F 8.10 Hrs: 6.00 QPA-Hrs: 6.00 QPA: 24.00 GPA: 4.00 MOT 5040 Entrepreneurship Law & Ethics 3.00 B- 2.70		
<b>NSU Policy Probation</b>		
<b>CONTINUED ON NEXT COLUMN</b>		
<b>CONTINUED ON PAGE 2</b>		
<b>OFFICIAL</b> <b>D</b>		
<b>MAR 31 2017</b> <b>RECEIVED</b>		
<b>AN OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND</b> <b>REJECT DOCUMENT IF SIGNATURE BELOW IS ALTERED</b>		
<b>G. Elaine N. Poff, Director of University Registrar's Office</b>		
<b>EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT CONFIRMATION PRINTED ON BACK</b>		

- Satisfy former or current NSU student request(s) for NSU transcript
  - Received via fax, mail, or online
  - Request held if student has outstanding balance with NSU
  - Processed twice daily and sent by FedEx on request
- Internal requests satisfied with no fee and imaged directly into NETSearch



# Data Entry

Processed 1,527 updates  
in 2016

- Update Banner with Fischler College of Education test scores
- Process student personal information changes (with required supporting documentation)
  - Name
  - SSN
  - DOB
- Requests accepted via fax, mail, and emails to [contactinfo@nova.edu](mailto:contactinfo@nova.edu) and [studentupdates@nova.edu](mailto:studentupdates@nova.edu).



# Degree Conferral



6,794 degree  
applications conferred  
in 2016

- Process requests for degree conferral received on Registrar's website, SharkLink, and Webstar
- \$100 degree application fee for all programs except Law and Health Professions Division
- Applications approved by program offices are processed on the last day of each month they are approved.
- Degree is conferred with NSU account balance, however, transcripts and diplomas are not released until balance paid.



# Admissions Management Services (AMS)

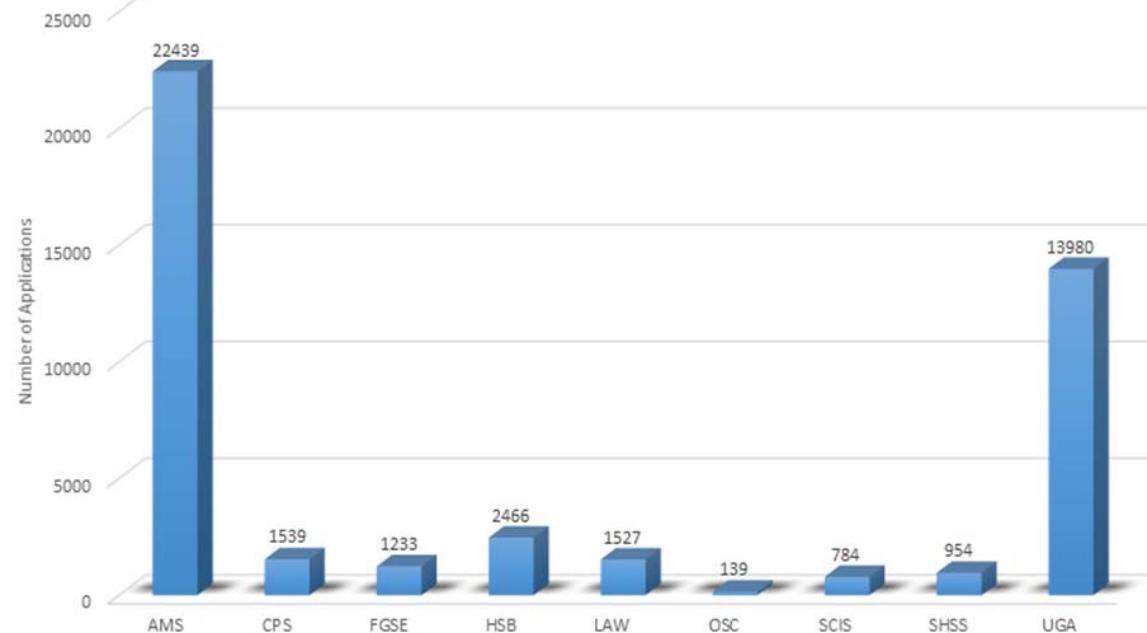
Web External Description	Supplemental Information I...	Is Required	Submission Status...	Submission Date
<input type="checkbox"/>	Application Fee	Yes	Received	
<input checked="" type="checkbox"/>	Florida State University (BS)	Official College Transcript	Yes	Received 10/18/2016 12:00 AM
<input checked="" type="checkbox"/>	Miami Dade College - All Campus...	Official College Transcript	Yes	Received 3/30/2017 12:00 AM
<input type="checkbox"/>	Test Date : 09/2016	Official GRE Test Scores	No	Received 10/14/2016 3:33 PM
<input type="checkbox"/>	Ann Clutter	Recommendation1	No	Received 10/11/2016 12:00 AM
<input type="checkbox"/>	Israel Benmarqz	Recommendation2	No	Received 3/9/2017 12:00 AM
<input type="checkbox"/>	Maribella Ponce	Recommendation3	No	Received 4/21/2017 12:00 AM

AMS processed 22,439 new applications, 21,709 follow up reviews, and 69,908 newly imaged documents in 2016

- Assists HPD and Fischler College supported program offices with acquisition of required documentation to initiate, follow-up, and complete the application record.
- Provides supported program offices with completed applicant files for admissions review
- Completes process through review of new application, new documents, systematic follow-ups and quality control



# AMS in Comparison to University Application Volume



NSU received approximately 45,000 in 2016

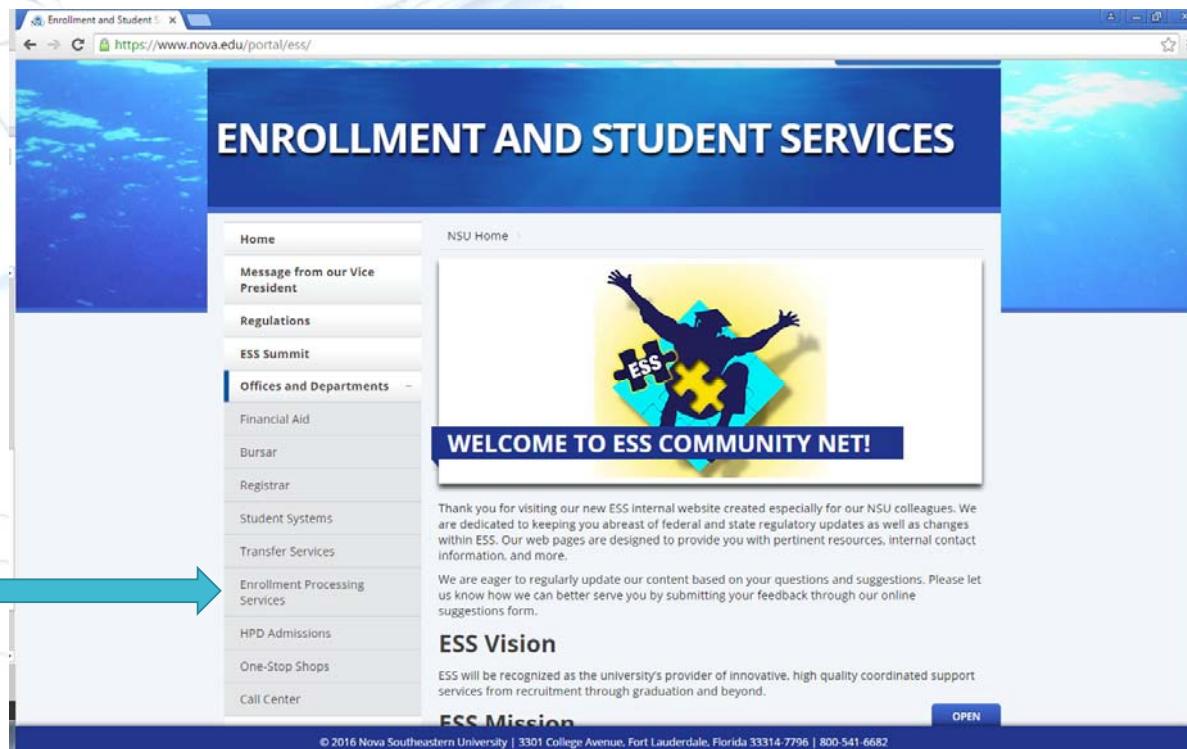
Graduate applications totaled 31,081

AMS processed 72% of All graduate applications



# EPS

- Information for all areas within EPS is available on our ESS CommunityNet, accessible at [www.nova.edu/esscommunitynet](https://www.nova.edu/esscommunitynet).



# EPS Contact Information

- Mail and Research - Supervisors, Nancy Stanford at (954) 262-7487, [nstanfor@nova.edu](mailto:nstanfor@nova.edu), or Godfrey Thomas at (954) 262-7458, [gt229@nova.edu](mailto:gt229@nova.edu)
  - Questions about EPS admissions or financial aid mail processing
  - Where to mail admissions or financial aid documents
- Scanning, Quality Control, Storage, NSU Transcripts – Supervisor, Edward Parker at (954) 262-7479, [pedward@nova.edu](mailto:pedward@nova.edu)
  - A document has been incorrectly imaged (NSUID, doc type, status, aid year, etc.) or looking for missing documents, email [epsquality@nova.edu](mailto:epsquality@nova.edu)
  - Need to verify/review/retrieve document(s) stored offsite
  - Questions regarding transcript requests



# EPS Contact Information -continued

- Indexing, Data Entry, Degree Conferral – Supervisor, Ana Iglesias at (954) 262-7470, [gonzana@nova.edu](mailto:gonzana@nova.edu)
  - Questions regarding student information in Banner and NETSearch (name, address change, DOB etc.)
  - Access to UPO, email [epssystems@nova.edu](mailto:epssystems@nova.edu)
  - Questions about the degree conferral process & PIN approval process
- Admission Management Services – Supervisor, Michelle Migliardi at (954) 262-7464, [mm2674@nova.edu](mailto:mm2674@nova.edu)
- Director –David Tyree, Ed. D., (954) 262-7431, [tyreed@nova.edu](mailto:tyreed@nova.edu)
- Assistant Director – Eileen Broyles, (954) 262-7484, [vb43@nova.edu](mailto:vb43@nova.edu)



# Enrollment Processing Services

