

Enrollment Processing Services

David Tyree, Ed. D.

Director

Enrollment Processing Services (EPS)



Mail and
Research



Scanning



Indexing



Quality
Control



Storage



NSU
Transcripts



Data
Entry



Degree
Conferral



Admission
Management
Services

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
Nova Southeastern University - Jacksonville

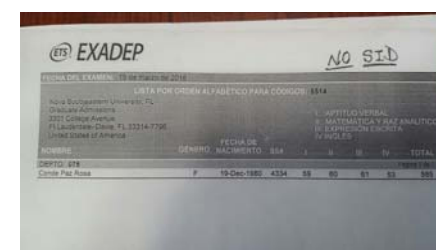
Grader: Linder
Applicant ID: 3426386470
Application Status: Verified

BIOGRAPHIC INFORMATION	
PERSONAL	
Title	—
First Name	Lindsey
Middle Name	Catherine
Last Name	Gibler
Suffix	—
Gender or Sex	FEMALE
EDUCATION INFORMATION	
State of Birth	SD-14
City	Public Square
Country	Florida County
State	Florida
Country	United States

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 fist 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 IN USE, ANY UNAUTHORIZED OR/OR CRIMINAL PROSECUTION MAY BE PERIODICALLY CONDUCTED.

Search - Database Name: DFR

Bank	Show	Reveal	Database Name	Name	Owner
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AD YEAR/TIME	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BANNER ID	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ESN	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LAST NAME	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FIRST NAME	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MIDDLE NAME	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EOL TYPE	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATUS	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAPTURE DATE	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAPTURED BY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VALIDATED BY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GC BY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDM	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LOCATION	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NOTEPAD	<input type="text"/>	<input type="text"/>

Link | Select a Database | Tools | 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

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

Student No: _____ Date Issued: 31-MAR-2017
Record of: _____ Internal for EPS
Page: 1

NSU
NORTH SOUTHEASTERN
UNIVERSITY
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

Issued To: Internal Transcript Review
Course Level: Masters - HCBS

Comments:
Academic Requirements Completed: 04/28/2013

Institution Information continued:
Degree Awarded: Master of Business Admin, 11-UG-2012
College: Haisenga Coll of Bus/Entrepre
Major: Business Administration
Maj/Concentration: Entrepreneurship

TERM	COURSE TITLE	CRED	GRD	PTS	R	COURSE TITLE	CRED	GRD	PTS	R
Spring 2008	INTP 5001	3.00	A-	0.00		Winter 2011	MGY 5002	3.00	B+	9.99
	MGY 5002	3.00	A-	11.10			MGY 5005	3.00	A	12.00
		6.00	GPA-Hrs: 3.00					6.00	GPA-Hrs: 6.00	
				11.10	GPA: 3.70					
Summer II 2008	ENTP 5008	3.00	B+	0.00		Winter 2012	INTP 5001	3.00	A-	11.10
	ENTP 5008	3.00	B+	0.00			MGY 5002	3.00	B+	9.99
		6.00	GPA-Hrs: 3.00					6.00	GPA-Hrs: 6.00	
				3.00	GPA: 3.30					
Fall 2008	ENTP 5008	3.00	B+	0.00		Spring 2012	ENTP 5008	3.00	B+	9.99
	ENTP 5008	3.00	B+	0.00			ENTP 5008	3.00	B+	9.99
		6.00	GPA-Hrs: 3.00					6.00	GPA-Hrs: 6.00	
				3.00	GPA: 3.30					
Winter 2009	MGY 5002	3.00	B+	0.00		Summer II 2012	MGY 5002	3.00	B+	9.99
	MGY 5002	3.00	B+	0.00			MGY 5002	3.00	B+	9.99
		6.00	GPA-Hrs: 3.00					6.00	GPA-Hrs: 6.00	
				3.00	GPA: 3.30					

***** CONTINUED ON NEXT COLUMN *****

OFFICIAL
D

MAR 31 2017
RECEIVED

AN OFFICIAL SIGNATURE IS WHITE WITH BLUE BACKGROUND - REDUCED DOCUMENT IF SIGNATURE BELOW IS ALTERED

G. Elaine N. Paff, Director of University Registrar's Office

EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT CONFIRMATION PRINTED ON BACK

- 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* and *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)



The screenshot displays a web interface titled "Supplemental Information Submission Associated View" with a search bar. Below the header is a table listing application documents. The table has five columns: a checkbox, "Web External Description", "Supplemental Information L...", "Is Required", "Submission Status...", and "Submission Date".

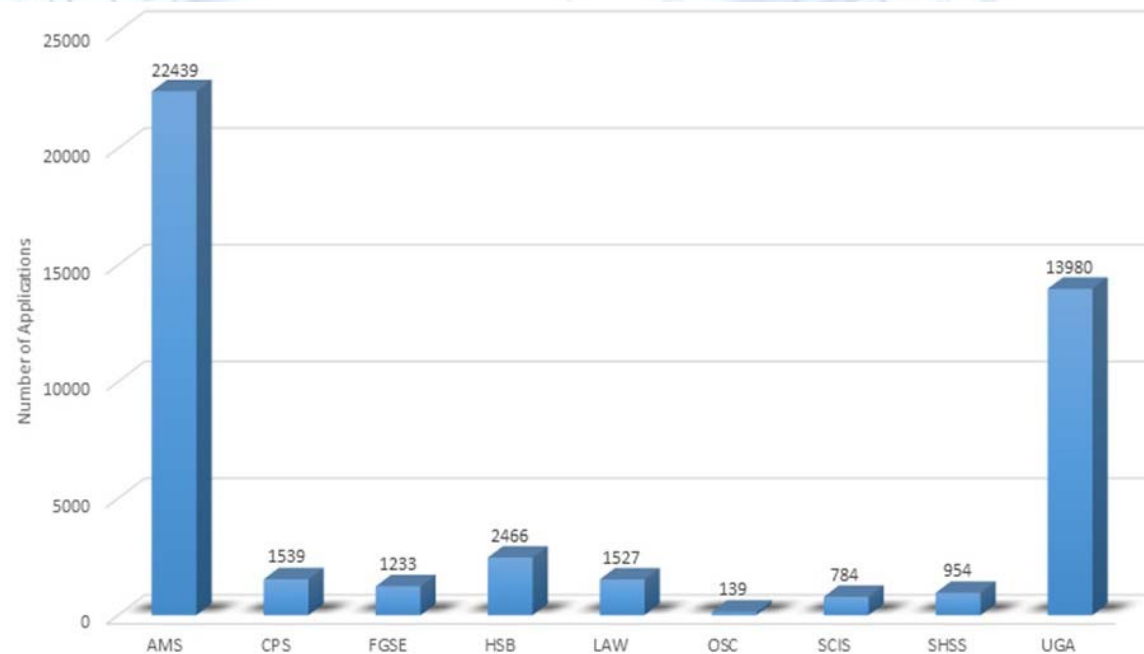
<input type="checkbox"/>	Web External Description	Supplemental Information L...	Is Required	Submission Status...	Submission Date
<input type="checkbox"/>	..	Application Fee	Yes	Received	
<input checked="" type="checkbox"/>	Florida State University (BS)	Official College Transcript	Yes	Received	10/18/2016 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



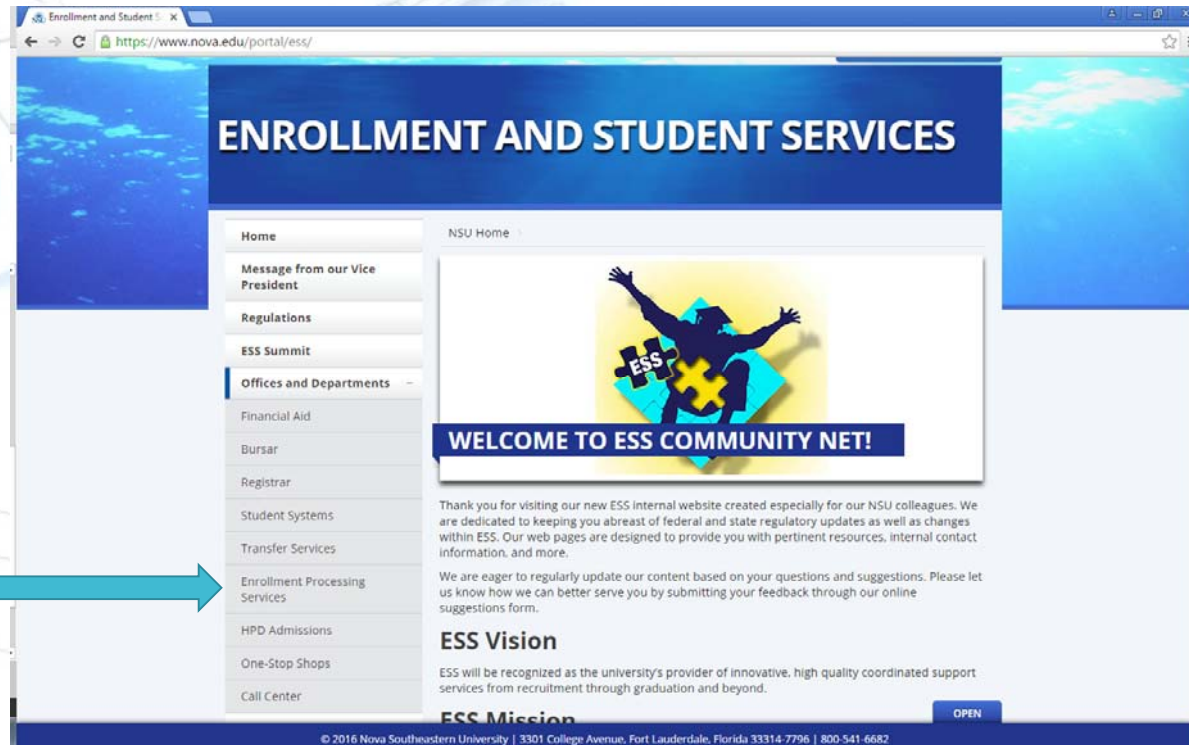
AMS in Comparison to University Application Volume



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.



EPS Contact Information

- Mail and Research - Supervisors, Nancy Stanford at (954) 262-7487, nstanfor@nova.edu, or Godfrey Thomas at (954) 262-7458, 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
 - A document has been incorrectly imaged (NSUID, doc type, status, aid year, etc.) or looking for missing documents, email 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*
 - Questions regarding student information in Banner and NETSearch (name, address change, DOB etc.)
 - Access to UPO, email *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*
- Director –David Tyree, Ed. D., (954) 262-7431, *tyreed@nova.edu*
- Assistant Director – Eileen Broyles, (954) 262-7484, *vb43@nova.edu*



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