

**DATA ADMINISTRATION**  
**University of Kentucky Information Resource Management**  
**Project Request Form PRF - 00012**

<b>Start Date</b> 6/25/2001	<b>Received</b> 6/27/2001	<b>Status</b> Suspended
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**Title** Kentucky Virtual University and UK Electronic Interface

**Sector** Lexington Community College and UK Distance Learning      **Dept** Academic Affairs - LCC and UK Distance Learning Programs

**Requested By** Eria Mowbray      **Ph:** 7-4872 x4051      **Email:** egmowb00@pop.uky.edu

**SectorUnitAffected:** Lexington Community College and University of Kentucky Distance Learning Programs

<b>System</b> SIS	<b>SubSystem</b>	<b>Type</b> IV
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**Mandates**

<b>Regulatory/Statutory</b>	No	<b>UK Strategic Indicator(s)</b>	Yes	<b>Accreditation Requirements</b>	Yes
		<b>University-Wide Needs</b>	No	<b>Other</b>	Yes

**Requirements/Issues** The project involves upgrading the electronic interface between KYVU and UK/LCC so that registration and admission data is easily transferred and readable between institutions. Presently, there is a high level of manual needs in processing. People are needed to manually review and monitor admissions and registration in addition to faxing and emailing requirements for each student who chooses to enter via KYVU. The processes are intended to occur electronically. Additionally, often the data is garbled and unusable. This creates frustrations on the part of the UK staff, KYVU and the students. It is anticipated that enrollments will increase at a rate of 15-20% per year for the foreseeable future. According to SACS, there should be no substantial difference between on campus and distance learning students in terms of admission and registration timeliness and accuracy. At present there exists separate and unequal processes.

**Reference #s**

**Description** The end result is to have admissions and registration information take place electronically from KYVU to UK/LCC and from UK/LCC to KYVU. Currently, the data received is in a file that Admissions cannot receive in a readable format. When the students are identified, then the Registrar must manually place these students in sections rather than having them registered electronically. In addition, we are unable to confirm to KYVU electronically that the student has been registered in a class at UK/LCC.

**Key Issues**

**Costs** Currently, LCC is using four people to manually admit and register. In addition, this manual process extends to drop/add and billing. In Fall 2000, there were 175 students who accessed LCC through KYVU and in Spring 2001, there were 150 students. It is estimated there were approximately 2 manual hours per student in serving students through a manual process that would have otherwise been accomplished with ease electronically. The cost (estimated at \$20.00/hour) for 2000-2001 would be approximately \$13,000 in human resource expenditure alone for LCC. Indirect costs include poorer services to students who may or may not choose to take future course offerings at our institution. In general, the lack of accurate data creates costs to UK's credibility and efforts to maintain a student friendly approach.

**AvailableFunding** Unknown.

**Funding Requirements** Unknown.

**Benefits** Benefits include improving student services and improving collaboratoin and cooperation with Kentucky Virtual University.

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**Deadline** August 1, 2001

**Risk** Risks include jeopardizing the quality of the data when it is handled by more people. Other risks include affecting the credibility of the University and future enrollments.

**Policy/Procedure** None.

**Suggested Priority** Five in SIS joint priorities.

**Steward** Witt, Don

**StewardApproval** 6/27/2001

**Dir IRM 1st Review:** 6/27/2001