Title  Lexington Community College On-line Application

Sector  Lexington Community College  Dept  Admissions, LCC

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SectorUnitAffected:  Lexington Community College

System  SIS  SubSystem  Type  IV

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

Requirements/Issues  This project relates to the LCC Strategic Plan through the following: Goal 1 (Stewardship), Objective 1 (Enhance Lexington Community College’s presence in the community.), Enabling Strategy 2 (Increase support for student recruitment and retention.); Goal 3 (Scholarship), Objective 5 (Establish enrollment management strategies.), Enabling Strategy 3 (Expand recruitment and retention efforts.); Goal 4 (Leadership), Objective 3 (Establish and maintain a leadership position in the use of technology to support and enhance teaching and learning.), Enabling Strategy 3 (Implement technology-based solutions that simplify and support administrative processes, enhance efficiency and service to students, and increase access to college databases.)

Reference #s  LCC Strategic Plan/Needs

Description  The goal is to have an application that can be accessed and completed via the Web, submitted on-line and interfaced directly with the UK Student Information System to drastically reduce manual data entry. This project will help alleviate the enormous amount of manpower hours it takes to manually process and enter an application into the UK Student Information System. An on-line application will allow LCC to move ahead technologically and is related to student recruitment, satisfaction and efficiency in service to students. In addition, it is foreseeable the implementation of this project could decrease printing costs as paper applications would be used less frequently. With an enrollment that continues to increase each semester, in addition to having a 40+% "no show" rate, it is vital that we implement an on-line application to reduce manual processing time and increase recruitment, satisfaction and service to students.

Key Issues

Costs  IT programming time.

AvailableFunding  IT personnel budget.

Funding Requirements  None known other than that listed above.

Benefits  This project could benefit the institution and the prospective student considerably. LCC has experienced significant enrollment increases without the budgetary resources to increase staffing accordingly. Our hope is the on-line application will greatly reduce the time currently required to manually process applications. Better efficiency in processing would allow us to correspond with the student much earlier. This would, in turn, reduce the amount of telephone inquiries from students/parents regarding the student’s admission status. Essentially, we would be able to serve students more effectively as information would upload into SIS directly, and students would not experience delays in admission due to the processing time required for manual application entry. Delays that begin in Admissions create a myriad of problems for the institution as student assessment, advising,
registration, financial aid, and others are directly, and negatively affected.

**Deadline** Due to the benefits associated with the project, we would like to have this completed in the first quarter of 2002.

**Risk** One risk associated with disapproval of the project is the negative impact on the institution resulting from delays in manual application processing time.

**Policy/Procedure** None.

**Suggested Priority** 1

**Steward** Taylor, Paul  
**Steward Approval** 12/3/2001  
**Dir IRM 1st Review:** 12/10/2001