FROM PROSPECT TO ALUMNI

Securely Managing One Student Record

PROSPECT › APPLICANT › STUDENT › GRADUATE › ALUMNI

Admissions

Applications
Recommendations
Essays
Test scores
Document checklists
Prospect records & communication

Registrar

Grade changes and add/drop forms
Transcripts
Degree audit forms
Grade change forms
Application to graduate

Financial Aid

Tax returns
ISIR data
W-2 forms
Scholarships
Residency status
Document checklists
Verification documents
Refund documents'forms

Student Billing

Payment plan applications
Bill statements and past due reminders
Payment and disclosure statements
Tuition reimbursement forms
Direct deposit forms

International Student Services

F-1/J-1 visas
I-94 forms
I-20 forms

Residential Life

Housing applications
Roommate change requests
Inventory forms
Incident reports

Student Advising

Advising notes
Schedules
Notifications for at-risk students
Advisor-to-advisee matching process

Student Health Center

Healthcare documents
Medical records

Athletics

Sports-related injury reports
Rosters and bios
Athletic eligibility

Career Services & Student Employment

Resumes
Job applications
Interview schedules
Recommendations

Advancement & Development

Pledges
Checks
Gift contracts
Donor information
Donor correspondence

EMPLOYEES

What if your students or alumni become employees?

HR

Faculty tenure and promotion
Adjunct faculty on-boarding
Job descriptions
W-4 forms
!-9 forms
Applications
Employee manuals
Insurance plans

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