Xerox® Workflow Automation Solutions for Higher Education—Enrollment Management

Select the best students and shepherd every step of their journey to successful degree completion.
Enrollment management staff select the best students and shepherd every step of their journey to successful degree completion. Xerox® Workflow Automation Solutions for Higher Education—Enrollment Management helps admissions, financial aid, advising and registrar offices streamline operations to keep business processes moving efficiently while leveraging the important systems surrounding each step of the student’s journey.

**Admissions Processing Review**

Xerox® Workflow Automation Solution for Admissions Processing speeds up admissions operations, supports faster paperless application review and guides admissions into shaping the incoming first-year class. Integration with your ERP and a SIS (Student Information System) brings process efficiency and helps you protect your system of record.

**Graduate Admissions Processing and Review**

Support the individual review process that is unique to each graduate program within the same institution. Xerox® Workflow Automation Solution for Admissions Processing easily consolidates the information that graduate admissions staff and faculty members evaluate and record to make a candidate decision. Selected candidates can then be notified quickly about your programs and the benefits they offer.

**Financial Aid Processing and Review**

Xerox® Workflow Automation Solution for Financial Aid addresses financial aid workflow breakdowns by processing files electronically. Whether the goal is eliminating file folders in and around the financial aid office or a full, automated verification solution, Xerox® Workflow Automation Solution for Financial Aid can speed up your financial aid processing, which can result in students choosing to come to your school sooner.

**Transcript Capture**

Xerox® Workflow Automation Solution for Transcript Capture and Evaluation accelerates the “receive” part of your transcript processing. You likely already send transcripts electronically, but most institutions still receive many transcripts on paper, and most will tell you they expect that to continue for a long time to come. Our solution provides a full image of the transcript and allows you to take the critically important step of passing individual course data and grades to your ERP and/or Degree Audit system.

**Only 55% of students obtain a degree in four years.**

Source: National Student Research Clearinghouse, Nov. 2015.
Transfer Course Evaluation
Xerox® Workflow Automation Solution for Transcript Capture and Evaluation takes the power of the Transcript Capture solution and adds value to your ERP or Degree Audit Equivalency database. This helps in identifying courses where your ERP does not have a current equivalency and then provides strategic routing and approvals, if necessary, to define an equivalency and write it back to the ERP equivalency database. If you use CollegeSource TES, our solution leverages that tool right within the workflow so you can bring accuracy to the equivalency decision.

Registrar Forms Processing
If your work processes in your registrar's office are dependent on paper forms that students need to fill out, it's time to move to digital. Face-to-face time with students is critical, but institutions are focusing that time with academic advising staff and faculty, not with office staff to submit paperwork. With Xerox® Workflow Automation Solution for Registrar Processing, forms submitted online remain in their electronic format throughout what is now an automated and expedited routing and approval process.

Student Billing
With Xerox® Workflow Automation Solution for Student Billing, bursars and student financial services can experience fast turnaround for payment collection and processing while offering students convenient ways to check their account status or make a payment. Institutions can quickly and easily implement a streamlined, service-oriented approach to student billing.

Student Advising
With funding decisions increasingly tied to retention and on-time graduation rates, the role of student advising has never been more important. Xerox® Workflow Automation Solution for Higher Education—Enrollment Management arms the front lines of student service with a comprehensive digital record of critical ERP data, notes from advising sessions and the increased student completion rates all institutions are seeking. An electronic advising record easily moves from advisor to advisor when students change programs.

Admissions Application Workflow
- Capture application documents (in centralized or program-specific admissions office)
- Match loose credentials
- Update document checklist in SIS
- Route complete files and electronic review sheet to faculty reviewers
- Automatically route for review
- Identify best-fit candidates (before issuing decisions)
- Complete review (update SIS with decisions)
- Notify students of their admission status

Accelerated Decision Process

51% of directors are concerned about meeting admissions goals. 58% did not meet their goals in 2015. This is the third straight year that admissions directors have reported high stress and uneven success at filling classes.
A Continuum of Services from an Industry Leader

With over 75 years of experience helping individuals and businesses succeed, Xerox has the deep knowledge and experience you need.

**Managed Print Services**

Xerox, the global leader in Managed Print Services (MPS), can help organizations of all sizes reduce printing cost and volume, optimize device fleets and transition from paper-based to digital ways of working.

**Workflow Automation Services**

Our team of solution specialists can help you automate and simplify your critical document-centric processes to reduce administrative processing costs and support your compliance and customer satisfaction efforts. We offer discrete software and hardware solutions, plus design, integration, customization and deployment services, employee training and ongoing technical solution service and support.

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