



Project Overview Statement

Executive Summary

Project Title: Automate Health Science Application
Project ID: 141
Last Updated: February 21, 2007
Project Leader: Karen Lee Murphy / Willie Alexander
Department: AVP for Student Affairs / District Registrar
Executive Sponsor: Ms. Silvia Husain

PROJECT BUSINESS CASE

Project Overview

- The health science application would be automated to allow prospective students to apply for admission to a health science program from anywhere, at any time, through the web. This would mirror the HR application process.
- Automated communication would be immediately sent to the student's free BCC email address upon completion (all required information) of the application process. And, again when admission decisions are made.
- College-wide campaigns will be necessary to inform students and college personnel about the change and the subsequent implementation date.

Business Goals

- The college will eliminate overwhelming manual processing of Health Science Applications on stringent "turn around" timelines. The college has eliminated this occurrence with the college application by adapting the online application process through www.facts.org. Completion of the project will improve the college's service to prospective health science students.
- There will no longer be a need to touch an application more than twice.

Success Factors

- Students will have a quick/prompt "turn around" for notification of application receipt at BCC. Implementation of an online application and communication process would allow the college to meet or beat notification timelines.
- This process would lessen or eliminate students' complaints to health science admission personnel, at the frontline counters, about whether an application is received and/or their admission status.
- Currently a student must download a form, print the form, complete the form and take it to the Health Science Admission office at his/her campus. To achieve the first and third goals defined in the [Education Master Plan](#) the student must be provided a process that is simple, efficient and convenient. These goals can be achieved with the development of interactive on-line forms and the appropriate processing.

Scope

Provide a means for students to fill out an online application for health science programs. Students may apply for any number of programs. A drop-down list of these programs should be provided for the student to choose from. Only students who have applied to BCC that are eligible according to the program prerequisite requirements will be able to fill out the application. These prerequisite requirements are to be obtained from a CID degree audit and are only for given health science programs. Each program has defined application periods and these must be catered for. If a student is deemed ineligible, a screen showing possible reasons should be displayed. If the ineligible student is a transfer student, they will be allowed to fill out the online application. Once a student is deemed eligible, they will fill out the application and a non-refundable supplemental application fee will be charged according to the obligation type table (cross-walk table to be built) for each program and students may pay online using a credit card. For the EMS programs, additional documentation such as background check, physical exam form and drug screening is required as part of the application packet and after the application is filled out, instructions must be displayed to these students on how to provide the additional required documents. Other programs will require displaying of certain information after successful completion of the applications. Provide a means to display the information based on the program selected. Once the application is correctly filled out, a confirmation page will be displayed to inform the applicant that their application has been received and the date that admission decisions will be made. These dates will change according to the application period. A correctly filled out application must be stored in Imaging for retrieval (currently being performed for paper application). An application status needs to be maintained for each application for admission into any program. This status should initially be set to "Applied". A maintenance screen for BCC health science admission staff is required that allows the changing of the status to "Selected for admission", "Declined admission", "Accepted", "Deferred", "Not selected for admission". A screen showing this status to a student is required. If the status is "Selected for admission", the student can select to decline or accept the admission. Once the student has accepted or declined, they will not be able to change their mind and instructions on how to change status must be displayed. A maintenance screen to populate application periods for each program is required.

A report is needed by obligation type for the application period for each program that lists all applicants. The report is to be sorted by admission requirement for each program, date applied and lastname/firstname order. The report must list Admission Requirement (Course work, Grade, GPA), Application Date, Student Id, Last Name, First Name, Student Email, Status. This report should be modeled after the existing CID Nursing filter report (AHNURSEX-Allied Health/Nursing Applicants). Parameters to be entered for the report are obligation type, application period start and end dates, status (blank for all).