

A decorative vertical bar on the left side of the slide, consisting of several thin, light blue vertical lines of varying widths. To the right of these lines are five solid teal circles of different sizes, arranged in a descending staircase pattern from top to bottom.

GOING PAPERLESS: HOW ISSS OFFICES HAVE SUCCEEDED

PRESENTERS

- Purdue University
- Indiana University-Bloomington
- University of Notre Dame



PURDUE UNIVERSITY

○ Require a Champion

- Purdue implemented Banner Xtender Solution (Now BDMS) and our Dean of Admissions required a paperless admission process beginning with the next admission cycle

○ How We Did It

- Utilized BDMS for all “pre” immigration documents
- Utilized fsaATLAS document storage feature and task list to move immigration to a paperless world
- Utilized a cutoff date, to determine where to find artifacts
- Did not destroy paper artifact until the scanned image was reviewed by “2 sets of eyes”
- We now have an online Notification of Intent that allows us to capture data and documents directly from the student, no more paper mail/faxes or trying to read handwriting
- Just now beginning the process of eliminating our “before paperless” immigration files, on track to finish by early October



PURDUE UNIVERSITY

- Thoughts to Help You Get Through It
 - Generate buy-in and keep the lines of communication open
 - Encourage staff feedback and new ideas to make things better
 - Redesign your business processes before you go live, but be flexible enough to change them on the fly
 - E-Ship Global
 - You will need more scanners than you think
 - There will be days of complete frustration, hang in there, it gets better
 - Hire the help you need in the beginning. Don't let things get overwhelming and impossible to manage. It's amazing how dedicated student employees are when you're paying them to scan/index while listening to their I-Pods
 - Control the things you can, let go of the frustration from things beyond your control



INDIANA UNIVERSITY- BLOOMINGTON

○ Programs Used

- sunapsis
- Paperport

○ Paperless Components

- All “active” folders
- All new files from _____ (date decided by you) forward
- e-forms for most applications
- Temporary paper files, scanned at completion of application processing

○ Support from Higher Administration

- Scanners, software and tech support for all advisors
- Outside scanning for all active folders *



INDIANA UNIVERSITY- BLOOMINGTON

○ Challenges

- Being without files if you send them off to be scanned
- The “in-between” time – some scanned files, some paper-based
- How information will be stored, if you have the choice
- Access – can you get in and see your info at all times?

○ Successes

- No more “I can’t find this student/scholar folder!”
panic
- Flows nicely with e-forms (including development of new)
- Review/changes to business processes
- Data integrity



UNIVERSITY OF NOTRE DAME

○ Programs Used

- Banner
- fsaAtlas

○ Paperless Components

- New student registration
- Current student immigration transactions
- Letters, additional documentation, etc.
- Notes/comments in student files

○ Support from Higher Administration

- Purchased three scanners
- Outside company scanned active files
- Sungard Summit for fsaAtlas



UNIVERSITY OF NOTRE DAME

○ Challenges

- Request forms
- Developing new procedures
- High volume times of year

○ Successes

- New Student Registration!
- Consistent naming conventions
- Opportunity to review internal procedures/forms



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QUESTIONS?