Governors State University
Student Affairs and Enrollment Management: Reaching Vision 2020

Focus Area: **Enrollment Services and Records**

Leader(s): **Paul McGuinness, Assistant Vice President of Enrollment Management and Director of Admission and Christopher Huang, Registrar**

Implementation Year: **2018-2019**

Goal: #3 Develop and maintain a comprehensive review cycle for all policies and procedures related to enrollment services (admission, registrar).

Objective 1:	**Update records retention policy to allow electronic documents to be the primary record for student files.**
Action Items	Collaborate with Admissions_GSU Record Liaison to finalize the record retention policy and have it approved by the State by December 2018. Work with ITS to utilize Perceptive Content for Record storage. Finish the archive record so that appropriate items can be fiched.
Desired Outcomes and Achievements (Identify results expected)	Scan and destroy paper documents to allow electronic record as primary record. Receive electronic records as primary record without printing. Have the revised policy 12 be passed
Achieved Outcomes and Results	
Analysis of Results (Where outcomes met? Exceeded? Progress towards goal. Implications for AY19 Objectives.)	

Objective 2:	**Propose/revise policies leave of absence and withdrawal for student enrollment.**
Action Items	Create a leave of absence policy/process Create a withdrawal process Review how SIS stores this information Collaborate in revising GSU policy on active students, and inactive/lost statuses.
Desired Outcomes and Achievements (Identify results expected)	Have students and advisors understand how to request a withdrawal or leave of absence. Ensure students have a smooth re-orientation. Collaborate with Financial Aid, ITS and advising for how to identify students on an approved LOA.
Achieved Outcomes and Results	
Analysis of Results (Where outcomes met? Exceeded? Progress towards goal. Implications for AY19 Objectives.)	