



**SUMMER HOURS**  
Monday - Thursday:  
8:00AM- 6:00PM  
Friday: Closed

[ADMISSIONS@SAC.EDU](mailto:ADMISSIONS@SAC.EDU)

**S u m m e r N e w s l e t t e r**

**TRANSCRIPT WORKFLOW INTEGRATION!**

We have undertaken a significant overhaul to streamline our workflow by restructuring how we review received transcripts.

No longer are we reliant on multiple spreadsheets to track transcript statuses. Instead, transcript evaluations are now fully integrated into Colleague. Here, our staff can efficiently update and monitor the review progress of each transcript that can be relayed to students. This reorganization of transcript management forms the cornerstone of our commitment to better serve students as they navigate class enrollment, decide on academic programs, and progress towards graduation with existing credits from previous institutions.

**STUDENT & FACULTY FORMS IN SELF SERVICE**

Navigating multiple websites and sorting through various webpages to complete a form can be time-consuming and often poses a barrier for students looking to enroll smoothly. To address this challenge, A&R has integrated a direct link to all necessary forms within Self Service for both students and faculty. This enhancement enables students to seamlessly toggle between course registration and, when needed, submit forms essential to completing their enrollment process. Faculty-initiated forms are also easily accessible through Self Service, ensuring a streamlined experience for all users involved.



**ONLINE ENROLLMENT BY MEMBERSHIP**

In Spring 2024, A&R successfully launched the Enrollment by Membership process for Puente, ULink, and Athletics. Using Colleague, A&R devised a streamlined enrollment process tailored to these programs, ensuring that only approved students can register for program required courses. Leveraging Colleague's Campus Organizations and implementing registration rules, we have eliminated the need for manual registration in program-specific courses. This advancement not only reduces manual workload for our Academic Division partners but also automates student enrollment procedures. Looking ahead, A&R is committed to extending this enhanced enrollment access campus-wide to eliminate zero-capping of courses and collaborating with other programs to facilitate an effortless enrollment experience for all students.

**STUDENT REGISTRATION REMINDERS**

Since Spring 2024, A&R introduced registration reminders, ensuring that students receive email notifications ahead of their registration appointment. These reminders are dispatched to their personal email addresses, guaranteeing that students not only receive but also promptly engage with SAC before enrollment. This proactive measure aims to enhance communication and ensure students are well-prepared for their registration tasks.

**IMPORTANT DATES FOR SUMMER 2024**



- JUNE 16** LAST DAY TO REGISTER WITHOUT ADD AUTHORIZATION
- JUNE 17-23** ADD PERIOD WITH ADD AUTHORIZATION
- JUNE 23** LAST DAY TO DROP WITH A REFUND AND WITHOUT A "W"
- JUNE 24** CENSUS
- JULY 28** LAST DAY TO DROP WITH A "W"

- The dates listed apply to full term courses. Refer to Self Service for accurate dates per section.
- Please note that online add authorizations only work during the add period
- After **June 23rd**, a late add petition is required and available in Self-Service.
- Per Title 5, § 58004, students are required to be dropped for no-show before census



# WELCOME OUR NEW EMPLOYEES



**ASHLEY VERGARA**

Admissions & Records Specialist I

With credit and non-credit experience, Ashley was previously employed at Fullerton College Admissions and Records and North Orange Continuing Education ESL and Citizenship Department.

"I am so excited to make a positive impact in this community and to help students achieve their goals!"



**LETICIA TORRES**

Admissions & Records Specialist I

Formerly employed at Rio Hondo College and Cal State Long Beach, Leticia joined the A&R team with knowledge and experience in Enrollment Services and Dual Enrollment.

"What I'm most excited about joining the SAC team is acquiring new knowledge & skills within the Admissions Department, as well as getting to know my colleagues & gain experience & opportunities for professional growth."



**MONIQUE MORENO**

Acting Administrative Secretary

Previously served as Student Services Specialist in Counseling, now joins the A&R Team in the interim capacity

"I am thrilled and grateful to join the A&R Team. This office is brimming with opportunities for learning, creativity, and personal growth. I look forward to contributing and growing alongside such a talented team."



## ADJUSTMENT TO THE REGISTRATION AND ADD PERIOD

Exciting news for students! Starting August 2024, the process for adding courses is getting a major upgrade.

No longer will you need to scramble for add authorizations at the beginning of the term. Instead, students will have the freedom to enroll in courses up until the day before they start. Faculty will now issue add authorizations at the start of class rather than at the start of the term. This new flexibility means students can make last-minute adjustments and secure the perfect schedule without any hassle. Get ready for a smoother, more accommodating registration experience!



### ADD AUTHORIZATION STUDENT NOTIFICATION- LIVE AUGUST '24

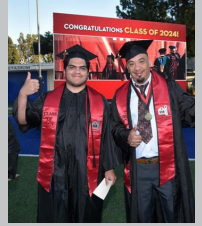
Students will receive timely reminders once add authorization has been issued by faculty. These notifications allow students to promptly proceed with enrollment through Self Service. This implementation is poised to streamline our enrollment process, curtail the need for late add petitions, and ensure enrollment is captured before the Census deadline!

## GRAD CORNER



The graduation office accepted 3,209 graduation petitions this Spring 2024 semester.

- 628 ADT petitions
  - 330 AAT
  - 298 AST
- 22 BS petitions
- 1,376 local degrees
  - 976 AA
  - 400 AS
- 1,146 Certificates of Achievements
- 36 Certificates of Proficiency



The graduation office will process all Spring petitions between mid-June and the beginning of August. Awards will be mailed out in September.

## AUTO ADT IS IN THE WORKS

Following the enactment of AB928, A&R is currently in the process of restructuring the SAC CCCApply Application. This restructuring will automatically filter the list of programs, showing only Associate Degrees for Transfer (ADT) for students who indicate transferring as their educational goal.



## OUR A&R STAR

**Jay Nguyen**

Admissions & Records Specialist II

Our A&R Star shines brightly on Jay Nguyen, Admissions and Records Specialist II, whose exceptional dedication has earned him this recognition. Jay's outstanding contributions have consistently surpassed expectations, demonstrating his unwavering commitment to supporting our department and the students we serve.

Jay excels in providing comprehensive enrollment support to students, guiding them seamlessly from application to registration with care and expertise. Beyond his core responsibilities, Jay has actively contributed to enhancing our department's efficiency through various technological advancements. He has played a pivotal role in developing electronic forms, optimizing our email system, and creating accessible online platforms for students to access essential resources.

Jay's passion for leveraging technology to improve processes and enhance the student experience is commendable. His willingness to share his expertise with the SAC community reflects his deep commitment to our institution's success.

Congratulations, Jay, on this well-deserved recognition! Your dedication and contributions are truly appreciated by all of us in the A&R department.

# 2024-2025

## ENROLLMENT SERVICES TIMELINE

*at a glance*

### June / July

June 17: SU '24 Term Begins  
June 19: Juneteenth Holiday Campus Closed  
June 20: SU '24 Grad Petition Deadline (all) Classes  
July 4: Fourth of July Holiday Campus Closed

### August / September

August 11: SU '24 Term Ends  
August 15: SU '24 Grades and Positive Attendance Due  
August 19: FA '24 Term Begins  
September 2: Labor Day Holiday Campus Closed  
September 6: FA '24 Grad Petition Deadline (ADT)  
September 13: First FA '24 Financial Aid Disbursement

### October

October 1: FASFA/ Dream Act opens  
October 4: FA '24 Grad Petition Deadline (all other)  
October 28: SI '25 Priority Registration Begins  
October 31: SI '25 Open Registration Begins

### November

November 4: SP '25 Priority Registration Begins  
November 12: SP '25 Open Registration Begins  
November 26: FA '24 SAP Appeal Deadline  
November 28-30: Thanksgiving Holiday Campus Closed

### December

December 8: FA '24 Term Ends  
December 12: FA '24 Grades and Positive Attendance Due  
December 23 - January 1: Winter Break Campus Closed

### January

January 6: SI '25 Term Begins  
January 20: Martin Luther King Holiday Campus Closed

### February

February 2: SI '25 Ends  
February 6: SU '24 Grades and Positive Attendance Due  
February 7: SP '25 Grad Petition Deadline (ADT)  
February 10: SP '25 Term Begins  
February 14 & 17: President's Holiday Campus Closed

### March/ April

March 7: SP '25 Grad Petition Deadline (all other)  
March 31: Cesar Chavez Holiday Campus Closed  
April 7-11: Spring Break

### May

May 18: SP '25 Loan Request & SAP Appeal Deadline

### June

June 5: SP '25 Commencement  
June 8: SP '25 Term Ends  
June 24: SU '25 Grad Petition Deadline (all)  
June 30: FASFA/ Dream Act Closes

*Thank you*



**ERIN RIDGWAY**

Erin Ridgway, Admissions & Records Specialist III, has not only excelled in her core role but has also generously volunteered her expertise in graphic design to serve as the creative lead for the A&R Newsletter since October 2023. Erin's talent for organizing content and her keen eye for design aesthetics have significantly contributed to the quality and visual appeal of the newsletter, ensuring that it remains engaging and informative for the SAC community. Her dedication to enhancing communication through visually compelling content is truly commendable. Erin's efforts have played a vital role in maintaining the newsletter's relevance and effectiveness as a communication tool for the Admissions and Records department. Congratulations, Erin, on a job well done! Your contributions are greatly appreciated and valued by all of us at SAC.

### SAC OUTREACH TEAM

The SAC Outreach Team is a core collaborator for A&R as their tireless efforts on our students' behalf make our work and workload significantly easier. Whether it be at the student counter in the S-building, where they guide students through application and registration processes, or during the smoothly organized Early Decision events, the Outreach Team shines with competence and unwavering good cheer.



**CIP MITOCARIU**

Ciprian Mitocariu, serving as an Applications Specialist III within Information Technology Services, has been a steadfast collaborator with the Admissions and Records department. Cip's contributions have been instrumental across a spectrum of projects, spanning from Name Search to Degree Audit, Special Program Enrollment, Auto Awarding, and the development of the Dynamic Application for Academies, among numerous other technical endeavors. His resourcefulness, innovation, and efficient project execution have significantly bolstered the college's operational effectiveness. Cip's expertise and dedication to excellence have not only enhanced the functionality of various systems but have also streamlined processes, benefiting both staff and students alike. In recognition of his outstanding work and unwavering commitment to advancing A&R's technological landscape, the Admissions and Records department proudly acknowledges and honors Ciprian Mitocariu. Bravo, Cip, for your stellar contributions!

2023

# YEAR IN REVIEW

2024

## A&R PROJECTS

24

Completed in 2023-24

2

Anticipated completion Summer 2024

5

Anticipated completion Fall 2024

## OCELOT CHATBOT/LIVE-CHAT

37,651

Questions asked

15,183

Conversations with chatbot/A&R Staff

## DYNAMIC FORMS

30

Active forms

4,495

Forms processed

Link now available in Self-Service for faculty & students!

## IMPACT ON STUDENTS

30,624

Applications processed

42,807

Sections registered by A&R team

2,972

Student-parents granted priority registration for Summer & Fall 2024, per AB 2881

2,598

Transcripts evaluated

5,861

Manual class registrations for Dual Enrollment

48

Programs with members identified in Colleague (CORM)

22

Division/department partnerships and collaborations

83

Designated course sections for programs (No need for zero cap)

1,181

Students enrolled during Early Decision

## STUDENT SATISFACTION SURVEY

88.1%



Satisfied using electronic forms

88.1%



Satisfied with ID.me/fraud prevention measures

67.9%

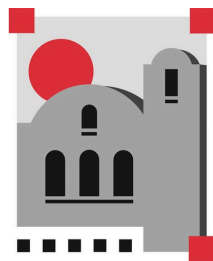


Satisfied with updates made to AB 540 and CA Residency reclassification

86.5%



Satisfied with A&R Website information!



SANTA ANA COLLEGE

## OFFICE OF ADMISSIONS AND RECORDS

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