

A close-up photograph of a hand holding a blue pen, positioned as if about to write on a white surface. This image is overlaid on a semi-transparent white box.

Enrollment Services Program Review Report Out

SSPBT PRESENTATION

MARCH 17, 2022

Who we are

Admissions &
Records and
Cashier's Office

Assessment
Center

Evaluations Unit

International
Student Programs
(ISP) Office

Outreach

Veterans
Resource Center
(VRC)

Admissions & Records

Who we are

workload is **manual** in nature

How we provide services and support

- In person on campus
- zoom help desk
- emails
- Petitions
- Adobe Sign Student Forms requests

9.5 positions (1 Enrollment Services Supervisor, 1 A&R Supervisor, 1 Program Coordinator II, 4 Enrollment Services Specialists II, 3.5 Enrollment Services Specialists I)

Few services to list:

Over 50 forms in Adobe Sign for students, faculty and staff

EW and P/NP grade mode exceptions

Enrollment verifications (Deans reports, Transfer reports, Clearing House)

Outgoing De Anza Transcripts

Areas of Growth – Special Population Admits

- Adult Dual Enrollment
- High School Dual Enrollment
- Non-credit
- CPL

Admissions & Records

How the college can support us

Reimagine how A&R functions support Equity initiatives > We are the **first point of contact** for ALL student populations

Continued funding for TEAs during our peak season

In process of reorganizing Enrollment Services, which will improve workflow of A&R

Current ongoing projects

Enhance student experience with Technology

Non-credit academic coursework including transcripts and certification awards

Credit for Prior Learning



Assessment Center

Highlights

AB 705 changes ongoing – refining processes after 2-year benchmarks

Continuation of U.S. high school transcript assessment for English, Math and ESL course placement

Moved all assessments (English, Math, ESL) to an online format for the COVID-19 shut down

Reinvented Science Exams for an online offering

Future Projects

Evaluating in-person, hybrid and online assessment and exam services needs in a post-COVID climate



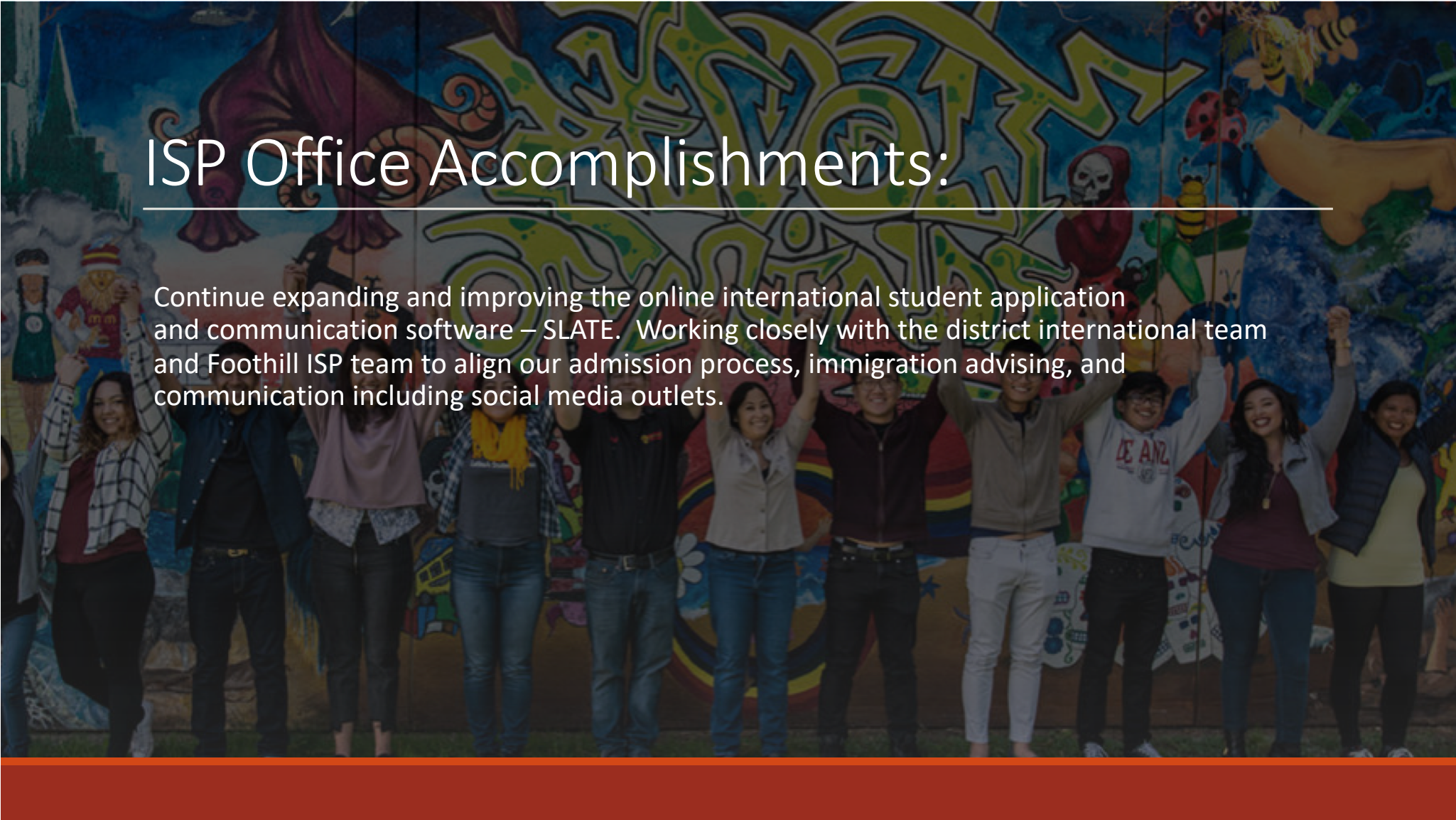
Evaluations Unit

Supporting our students during the pandemic:

- Accepting graduation/certification application online!
- Established IGETC and GE Breadth certificates submission to the UCs and CSUs fully online
- Implemented digital diplomas
- Processing incoming transcripts
- TES implementation in progress
- META Majors setup in Banner and CCCApply (collaboration with A&R, IR, and GP)

ISP Office Accomplishments:

Continue expanding and improving the online international student application and communication software – SLATE. Working closely with the district international team and Foothill ISP team to align our admission process, immigration advising, and communication including social media outlets.



The graphic consists of a dark grey vertical bar on the left and a larger dark red area on the right. The text 'ISP Accomplishments' is centered in the red area in white font.

ISP Accomplishments

Provide full supports and referrals to Global students who are study solely online from their home countries.

Successfully recertified Form I-17 (Petition for Approval of School for Attendance by a Nonimmigrant Student) to host F-1 visa international students.

The mandatory orientation program for new ISP students is provided fully online

ISP Office Accomplishments:

Established Counseling 5 classes (hybrid) tailoring to F-1 international students in every quarter since Fall 2020 for fulfilling SEVP COVID guidance.

SSPBT approved a full-time counseling position, we are in process of hiring a new counselor who will be serving ISP students.

Established an ISP Emergency Funds process via Adobe Sign Student Forms

Established a process of wrap-around support and services to the students in crisis (ie: Myanmar, Kazakhstan, Ukraine, and Russia)

Outreach

Conducting recruit workshops virtual and in-person (Fall and Winter)

In-person/virtual application workshops and orientations at the high schools (31 high schools)

Outreach Virtual Help Desk – Wednesday's and Friday's

Counseling Drop-in's – Tuesday's and Thursday's

Updated Online Canvas Orientation to include step by step videos on how to navigate their portal, finding the results of their placement, and creating an abbreviated education plan

Stop out retention effort

- Worked with communications office to send a mass email to students that had previously been enrolled in the Fall and stopped out in the Winter.
- Hired 5 student ambassadors to conduct outreach to this student population

Enrollment Day (formally Open House)

- April 30, 2022

Men of Color Community

896 men of color total have signed up through enrollment form

23 students have signed up Winter 2022

43 active students receive book voucher list Winter 2022

Flow learning Community Support – 26 students

MC2 transfer UC/CSU workshops- 10 students

MC2 partnership with Santa Clara County Probation department

MC2 Time management workshop

Registration workshop for MC2 students

Educational plan MC2 workshop

MC2 classroom presentation to SOC 20 and MATH 10 classes

Graduation Celebration – Spring 2022

De Anza College Promise

5,000 Promise students (currently)

5 Promise Kick-Off sessions – Summer 2021

Promise Canvas Page

- New Promise community discussion forums created for students to connect via metamajor

“Promise Tuesdays” - Workshop held every Tuesday for Promise students

- Topics include SEP Workshop, Transfer Basics, Degree & Certificate Petition Workshops, Financial Aid Workshops, & Stress Management

Upcoming: Promise End Of Year Celebration (June 14th)

Basic Needs/Food Pantry

1,354 Total visits (Fall 2021, Winter 2022)

492 Unduplicated students served

Current Services: Campus Food Pantry, Mobile Pantry, Grocery Gift Cards, CalFresh Enrollment, Food Rescue, Housing Resources, Community Linkages

Hiring 3 students ambassadors to support basic needs/CalFresh

Food Resources

Food Pantry Tues & Wed 10am-3pm at the RSS building

- 2nd and 4th Tuesday Park It Market 1pm-3pm
- Prepared foods Tues. 2pm-3pm
- Grocery Gift Cards Program (\$50)
- Grocery rescue with 99 Ranch
- CalFresh Enrollment Support
 - Open Zoom Hours Thursday's 12pm-2pm and by appointment



Veterans Resource Center (VRC)

We serve about 330+ Student Veterans

(Students who use services and are affiliated with VRC)

VRC continues to partner with

- De Anza Psych Services
- Goodwill
- Santa Clara County VSO
- Cupertino Rotary Club
- Cupertino Veterans Memorial

Veterans Resource Center (VRC)

Highlights

VRC Virtual Lab (Drop-in Hours)

Professional Development workshops for Faculty and Staff

Probation workshop for Veterans

Scholarship and Financial Aid Support

Computer loans

Utilizing HEERF funds to pay off GI Bill veteran students' debts

Finances all application fees to CSU's

Expanded counseling services including the following:

- Personal
- Transfer
- Retention

Partnership with FHDA Foundation to increase awareness of scholarships and allocation of emergency funds to student veterans

Implemented new VA policies that help student to significantly reduce their debts





Questions

ENROLLMENT SERVICES TEAM: BARRY,
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