

# Enrollment and admissions processing

This workflow automates the complete enrollment and admissions process from application submission to student registration, reducing manual processing time by 80% and ensuring timely communication with prospective students.

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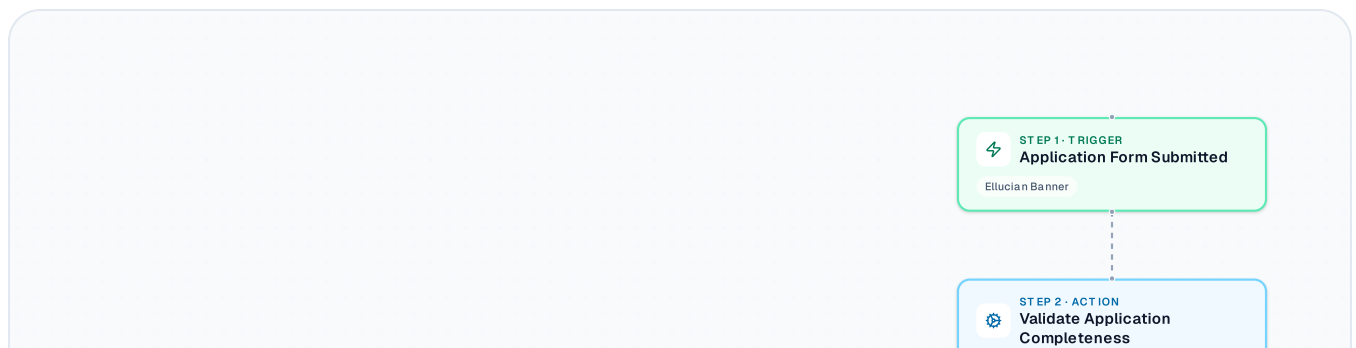


## WORKFLOW TRIGGER

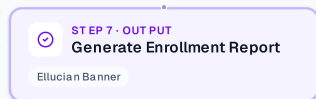
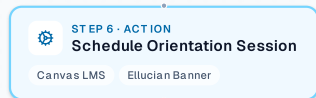
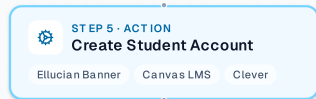
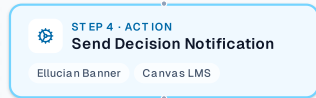
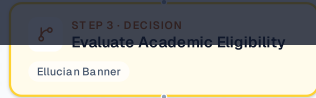
Student submits online application through institutional portal

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.



Ellucian Banner



## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

## Application Form Submitted

Student completes and submits online application with personal information, academic history, and required documents. The submission automatically initiates the admissions workflow.

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2

 ACTION

## Validate Application Completeness

System automatically checks if all required fields are completed and documents are uploaded. Missing items are flagged for follow-up communication.

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3

 DECISION

## Evaluate Academic Eligibility

Automated scoring system evaluates GPA, test scores, and prerequisite completion against admission criteria. Applications are categorized as auto-admit, review required, or auto-decline.

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4

 ACTION

## Send Decision Notification

Personalized acceptance, waitlist, or rejection emails are automatically sent to applicants. Accepted students receive next steps and enrollment instructions.

5

 ACTION

### Create Student Account

For accepted students, the system automatically generates student ID, creates user accounts across educational platforms, and provisions access to student portal. Initial course recommendations are generated based on declared major.

Ellucian Banner

Canvas LMS

Clever

6

 ACTION


### Schedule Orientation Session

System automatically enrolls new students in appropriate orientation sessions based on their program and sends calendar invitations with preparation materials.

Canvas LMS

Ellucian Banner

7

 OUT PUT

### Generate Enrollment Report

Comprehensive dashboard showing application volumes, acceptance rates, enrollment confirmations, and outstanding tasks for admissions staff review.

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## Outputs

- Student acceptance/rejection notifications
- New student accounts and platform access
- Enrollment analytics dashboard



## Key Metrics

- Application processing time
- Acceptance rate by program
- Enrollment conversion rate



## Tools & Integrations

- Ellucian Banner
- Canvas LMS
- Clever

## AI Business OS

## AI Business OS

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