All documents received in the Registrar’s Office are sorted by function and distributed to various staff.

Processes are performed by staff in SIS. When completed, paper documents are forwarded to the Imaging Center.

Supporting documents for current or previous students are sorted by term, type, etc.

Supporting documents for applicants are sorted by term, type, etc.

SIS screen 103 is used to “screen scrape” information for indexing document.

SIS screen 2*6 is used to “screen scrape” information for indexing document.

Document scanned using ImageNow Software.

Document scanned using ImageNow Software.

Indexing information is transferred to ImageNow indexing screen.

ImageNow imaging procedures are completed.

Original Document stored until next Monday, then shredded.

Original Documents concerning International Students are returned to International admissions for retention.