**2: Add Authorization Codes**
Target Performance
▼ **Achievement Target *(Final)*** [Preview Formatting] 🔍
Desk transcactions will decrease showing that students are learning to use Add Authorization Codes (AAC) to enroll online in courses once the term begins. Number of inactive AAC codes will decrease showing students resolved registration add errors before code expired. Beginning Spring 2012, the expected decrease for in-person AAC and inactive AACwill be 2%. Any decrease at 2% or higher will be considered as meeting the OO requirements.
Connected Documents:

> Enrollment Services - Admissions and Records OO data 2013-2014
> Enrollment Services - Admissions and Records OO data Fall 2012
> Enrollment Services - Admissions and records SLO data 10-11
> Enrollment Services - Admissions and Records SLO data Fall 2011
> Enrollment Services - Admissions and Records SLO data Spring 2012

**Established in Cycle:** 2010-2011
**Active Through:** Keep Active

**Last Updated** by Kimberly Covell on 9/17/2012

**Established** by Kimberly Covell on 9/2/2010

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Findings
**Findings:**
*2014-2015* ▼ **Assessment Summary / Findings** *(Final)*
Achievement Target: ***Not Reported This Cycle***
Not Reported This Cycle   [Preview Formatting]
**Established** by LaTara Edmondson on 8/26/2015

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*2013-2014* ▼ **Assessment Summary / Findings**
Achievement Target: ***Not Met***
Data for Spring 2014 includes all semester data, including short term courses. All data for past terms re-ran to account for changes not captured before. No noticeable percentage differences noted. Each cycle, data will be reviewed for the prior term to account for any changes not noted previously. The last time the OO was measured, only one term was being evaluated. This cycle, both Fall 2013 and Spring 2014 are being evaluated. The achievement target minimum is a 2% or more decrease for in person AAC transactions for both terms. Since the last reporting cycle, the percentage of inactive codes has decreased to 1% during both Fall 2013 and Spring 2014. This data suggests that students are resolving registration errors within the allotted time period. Currently, students have three days to resolve any registration errors before the AAC code expires.

In reviewing in person transactions, the data demonstrates that Fall 2013 had a 4% decrease from Fall 2012 where Spring 2014 showed no change. Detailed analysis of Spring 2014 in person AAC demonstrates that 55% of in person AAC were for regular courses, with no special permissions required or lab components. 35% of courses were for special approval courses. Of the regular courses, there may have been prerequisite or other student record barriers that required them to come in person. During the next reporting cycle, in person AAC are expected to decline as the Math 099 program is planning to use an override process to allow students to use AAC online. Any changes will be noted in the next reporting cycle. Marketing posters have continued to be used around campus to encourage students to complete the entire AAC process. Some students miss the last step causing the course not to be saved to their schedule. The target is being recorded as NOT MET as Spring 2014 did not show a decrease for in person AAC transactions.   [Preview Formatting]
**Established** by Kimberly Covell on 6/26/2014
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### *Fall 2012* ▼ Assessment Summary / Findings
Achievement Target: *Met*
Data for 201270 ran on 9-13-12. Not all short term courses have started yet. The Fall 2012 achievement target minimum 2% or more decrease for in person AAC transactions. From the inception of AAC at AVC, the percentage of web usage of AAC has increased from 77% to 84%. In person use has decreased from 23% to 16%. Marketing posters have continued to be used around campus to encourage students to complete the entire AAC process. The target is being recorded as met. Though the inactive AAC percent seems to remain stagnant, the percent of AAC done in person has decreased by 2%.   [Preview Formatting]
**Last Updated** by Kimberly Covell on 3/27/2013 **Established** by Aeron Zentner on 12/18/2012
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### *Spring 2012* ▼ Assessment Summary / Findings
Achievement Target: *Met*
Data for 201270 ran on 9-13-12. Not all short term courses have started yet. The Spring 2012 achievement target minimum 2% or more decrease for in person AAC transactions. From the inception of AAC at AVC, the percentage of web usage of AAC has increased from 77% to 82%. In person use has decreased from 23% to 18%. Marketing posters have continued to be used around campus to encourage students to complete the entire AAC process. The target is being recorded as met. Though the inactive AAC percent seems to remain stagnant, the percent of AAC done in person has decreased by 2%. NOTE: Enrollment Services is moving from SLOs to OOs. Activities planned for the AAC OO: Attempt to

determine a pattern among all inactive AAC codes for a term Develop information for students and faculty about using AAC effectively [Preview Formatting]

**Last Updated** by Kimberly Covell on 3/27/2013 **Established** by Kimberly Covell on 9/17/2012

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*Fall 2011* ▼ **Assessment Summary / Findings**

Achievement Target: ***Not Reported This Cycle***

SLO not measured during the Fall 2011 cycle. Data was recorded in the 10-11 cycle. [Preview Formatting]

**Established** by Kimberly Covell on 3/28/2012

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*2010-2011* ▼ **Assessment Summary / Findings**

Achievement Target: ***Not Met***

Initial trends indicate that approximately 80% of AAC are used online. 2011 terms are show that the percentage of in person AAC has decreased slightly, but not significantly. There is about a 3% increase in AAC used on web and a 3% decrease for in person AAC. Marketing posters were also established during this cycle to educate students on the validate/submit procedure used for AAC during online registration. Survey data reports that 56.47% of surveyed students said the AAC was easy to use online. 11.99% stated that they had to come to campus to use the AAC. 82.61% stated that they were aware that they needed to validate/submit their AAC codes. 27.30% stated that they encountered a registration error when using their AAC codes online. Qualitative information from Admissions states that the majority of petitions received during the third and fourth weeks are related to inappropriately used AAC. Data collected regarding for this time period for fall 2011 indicates that 70% of adds were for students who have completed at least one course. From the data above, there is a significant percent of transactions being processed at the counter. The numbers of inactive codes and in person codes are decreasing in very small amounts, but there needs to be a larger decrease to effectively prove that students are learning more about the AAC process. Furthermore, the issue does not appear to be a new versus returning student issue as most students who had issues were returning students. One external factor that Admissions cannot control is how faculty members are relating AAC information in the classroom. Information gained from reviewing petitions shows that some AAC are given on the third week causing the student to petition. Also, there have been several students that have been given incorrect AAC. Further issues result from lecture/lab courses where both AAC are not obtained and registration errors are encountered. The target for 2010-2011 is being recorded as not met. Admissions will develop activities aimed at increasing student

learning regarding the AAC process. The 2011-2012 achievement target minimum 2% or more decrease for in person AAC transactions.   [Preview Formatting]

**Established** by Kimberly Covell on 3/12/2012

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Action Plans

**Related Action Plan(s)**

[Determine a pattern among all inactive AAC codes for a term  Spring 2012](#)

Description:   Attempt to determine a pattern among all inactive AAC codes for a term and develop information for students and faculty about using AAC effectively (Final)  [Preview Formatting]

Implementation Status:      Finished
Priority:         Medium
Relationships:
Responsible Party:    Admissions and Records

[Determine a pattern among all inactive AAC codes for a term  Fall 2012](#)

Description:   Attempt to determine a pattern among all inactive AAC codes for a term and develop information for students and faculty about using AAC effectively (Final)  [Preview Formatting]

Implementation Status:      Finished
Priority:         High

[Communicate with Faculty and Students regarding AAC for courses with labs  Spring 2013](#)

Description:   Communicate by email with faculty and students regarding the use of AAC for courses with lab co-requisites. Refer students to AVC web page to obtain more information on using AAC for courses with lab co-requisites. Provide faculty with additional information regarding issuing AAC to students attempting registration in their courses with lab co-requisites. Data shows that from Spring 2011 to Fall 2013 showed that an average of 37% of all inactive AAC (which require staff assistance to resolve) were due to students attempting to enroll in courses with lab co-requisites. This data was analyzed as part of another action plan item developed to determine if any trends could be identified over the past several semesters of inactive AAC.  (Final)  [Preview Formatting]

Implementation Status:      Finished
Priority:         High

**3: Waitlist Notifications**
Target Performance

▼ **Achievement Target** *(Final)*   [Preview Formatting] 🔍
The target for success is a 2% decline in expired notices from the prior academic year.
**Established in Cycle:** 2014-2015
**Active Through:** Keep Active
**Last Updated** by LaTara Edmondson on                **Established** by Kimberly Covell on
8/26/2015                                                              8/24/2015

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Findings
**Findings:**
**2014-2015** ▼ **Assessment Summary / Findings** *(Final)*
Achievement Target: *Met*
During the 2014-2015 academic year, the waitlist notification period was increased from 48 to 72 hours. Data shows that the number of expired notices decreased from 2013-14 to 2014-2015. This trend will be evaluated next academic year. The OO is being recorded as met for this cycle.   [Preview Formatting]
**Established** by LaTara Edmondson on 8/26/2015

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Action Plans
**Related Action Plan(s)**

MYAVC Announcements to Students  2014-2015 🔍


Description:   During Registration cycle MYAVC announcements will be sent to students to remind them to respond to waitlist notifications within a timely manner. (Final)  [Preview Formatting]

Implementation Status:       In-Progress
Priority:        High
Responsible Party:   Enrollment Services
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## Survey to Students  2014-2015

Description:   2016 Enrollment Services Survey will include questions on waitlist to evaluate whether or not fewer students did not respond to their waitlist notifications.  (Final)  [Preview Formatting]

Implementation Status:      In-Progress
Priority:        High
Responsible Party:    Enrollment Services