Flowchart of student steps through MCC from admission to graduation

**student responsibility - orange**

**student stopping points - red**

**faculty/staff involvement - blue**

**college enrollment process - green**

**employee involvement parking lot ideas:**
- provide institutional training for all faculty/staff so they know processes
- provide checklist of questions any employee can ask students to help get them back on track
- informal employee involvement along the way

**FINANCIAL AID PROCESS** - parallel process with registration, important to communicate deadlines impacted by whether or not a student declares a program, what the student can afford to buy, student follow through, m

**recruitment & outreach**

**student completes & submits**

**APPLICATION FORM** - online or paper

**ADMISSION PROCESS**

**ACCEPTANCE LETTER** sent - include student ID and email, next steps in process, orientation brochure

**student does not enroll**

**related processes:** dual-enrolled students UMF OU and Mott Middle

**ORIENTATION PROCESS** - student initiates, required for FTIA, transfer students may bypass

**PLACEMENT TESTING** - student initiates, if ACT 20+ may skip, transfer students may bypass

**completed or bypassed orientation**

**not completed orientation**

**completed or bypassed placement**

**not completed placement**

**registration parking lot ideas:** offer more evening classes, Friday or Saturday classes

It is difficult to know where the fault is.
Eliminate faults/barriers/roadblocks as much as possible.

Velcro points: have visible systems in place to help students any time a student needs to meet deadlines, take a test, pass certain classes require more advising along the way.

Meeting deadlines

Registration notes: student needs to register for the right classes to complete program requirements, must complete required dev ed classes - if classes are not offered or are cancelled, this impacts students' ability to complete course requirements.
Informal contact with MCC employees - ongoing advising and completion of degree audit. Complete degree, apply to graduate, transfer, graduation. Related process: university center.