

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 2.1.4
Procedure Title: NVC Review of Applications in “Incomplete” Status – Transfer/Transient Students

I. Purpose

The Northwest Vista College (NVC) Records Team will complete a manual review of all “Incomplete” applications for any student who is listed as Transfer or Transient. This is done to help bridge the gap of incorrect transcript type loaded from ApplyTexas; affecting a student being admitted in a timely manner. By verifying and adjusting the student’s application decision when appropriate, the student will have a smoother transition into registration eligibility. Students whose application are rightfully in “Incomplete” status will be notified via email of what outstanding transcripts are required to admit them.

II. Procedure Statement

- A. The NVC Records team will manually extract an Argos report, weekly/monthly, to review any Transfer/Transient students’ whose application is in and “Incomplete” (I) status.
- B. The NVC Records team will verify the students’ last attended college in Apply Texas and Banner Applications.
- C. The NVC Records team will manually adjust the record to reflect the correct transcript status to reflect that of ApplyTexas. This will automatically adjust the application to a “Complete” status, if the transcript is already on file.
- D. The NVC Records team will outreach to all students via email if the required transcript is not on file. They will be advised, in order to be admitted, the applicable official transcript will need to be submitted.

Contact for Interpretation: Director, Admissions and Records

Relevant Board Policy: F.2.1 Student Enrollment Requirements

Relevant SACSCOC Principle: CS 3.3.1.3 CS 3.4.3

Last Updated: __September 22, 2016__

Approved: _____
Vice President for Student Services