Exam Cloud

BRD

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Introduction

Executive Summary

Students Affairs Website is a tool that will accelerate the workflow of SA department and offer great deal of comfort for both applicants and workers. SA website is an online platform where students can apply for any type of official document, and workers can manage and oversee any type of requests. Online student affairs offers answers for all students enquiries and FAQs, easy & quick access to any document procedures, student can manage all his\her requests supported with online payment as well as mail notifications.

Document Overview

This document introduces **Students Affairs** product study plan. It introduces general description, technical description, development plan, operation plan, cost analysis and marketing study.

Business Objectives

- Offers easy and effective online student affairs service.
- Offers recorded answers for frequently asked questions and inquiries about any document procedures.
- Offers effective way of students/affairs office interaction, document follow up and final reception.
- Offers organized and secure way of certification and official documentation with online fees payment.
- Offers free and self growing service to everyone.

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Background

Introduction

Education has always played an important role in human life and it has been conducted in various ways depending on the culture and location. During the past centuries men have traveled from country to country for business, migration, war and education. Desire to avoid traditional education was always tremendous and invention of Internet brought this idea closer to reality (Marsap and Narin, 2009).

Internet interconnects the computer networks and enables them to communicate directly with each other throughout the world. This global interconnection of governments, education and businesses led to computer networks becoming more accessible to the public to provide quality information, education and entertainment for humanity. In early 1995, the Internet interconnected more than 2 million hosts and nearly 25 million users worldwide and it kept growing. (Hefley and Morris, 1995), Internet revolutionized the world of education. Nowadays in a network world it is possible to add "e" to almost anything e.g. e-mail, e-commerce, e-business, e-procurement, e-tailing, e-government, e-learning. In education the existence of internet and World Wide Web are changing the instructions, researches, administrations, and public services (Katz and Oblinger, 2000). Internet is today's advanced technologies in the field of computers. Electronic file transfer, telecommunication and wireless networking are transferring the world from traditional learning into the new world of electronic learning or e-learning. According to Winstion et al (2001), in any higher institution the student affairs is used to describe the organizational structure or unit within an institution responsible for students' out-of-class life and learning.

Student affairs department have many divisions that provide services to students. Advanced technologies such as World Wide Web, email, chat, voice or IP and more have also facilitated the student affairs, administration and services. Today's many institutions have placed a variety of student affairs services on-line (example, financial aid registration, admission, and career services). Online services allowed students to be served " better, quicker, easier, cheaper, and at times and places more convenient for students " (Winstion et al, 2001). Although many services and facilities provided by the student affairs both in traditional and electronic learning (e-learning) are professionally similar, but yet e-learning programs face with more uncertain and confused issues. This may happen due to lack of face to face communication between the students and the staffs of student affairs department. This research emphasizes on online student affairs administration for e-learning students and can be also used to facilitate student affairs administration in traditional learning system.

Survey

Many different college websites have served students [users] by various ways these work can be represented as following:

College Navigator: The graphics aren't slick, but this federal website contains more data on the nation's colleges and universities than any place else on the Internet. Using the College Navigator's school search engine, you can scour the country for schools based on your criteria, which is handy if you aren't sure where to hunt for schools beyond the obvious name brands and your own state institutions.

College Results Online: Families assume that their children will graduate from college in four years, but that's sadly not true for most. This great website provides four, five, and six-year graduation rates of schools across the country. What I also like about College Results Online is that it breaks down graduation rates by gender and ethnicity.

Zinch and **Cappex**: These websites are online matchmakers that have borrowed features from Facebook that should appeal to teenagers. On both sites, for instance, a student can create a profile that goes well beyond test scores and grade-point averages that they can share with schools. Using these sites is a great way to discover intriguing schools that you didn't know exist. Through Cappex, you can access Meritaid.com, which provides a valuable directory of scholarships that thousands of schools offer.

CollegeMajors101: Wondering what you can do with a degree in biology or dance? College Majors 101 offers lots of information about what you can do with dozens of majors, as well as what you can expect academically if you pursue these majors.

College Insight: College Insight, which is the brainchild of the Institute for College Access and Success, has gathered detailed information on thousands of colleges. You can find statistics for any school on such topics as college affordability, graduation rates, and college diversity, including the racial and ethnic breakdown of students and professors.

Project on Student Debt: This website is devoted to helping families make the best economic choices when tackling college costs. You will find tons of information about college debt and student loans. The site also has a list of schools that have pledged to limit or eliminate the use of student loans in their financial aid packages.

College Board: I am always turning to the College Board when I want to check some quick facts about a particular school. You can easily retrieve the academic profile of a college's freshman class, financial aid and merit aid stats, available majors, and much more.

Unigo: This site, which has teamed up with the *Wall Street Journal*, serves up the unvarnished scoop on schools from the students themselves. You won't find spin from admission offices here. Unigo urges college students to share their take on their own schools through comments, photos, and videos.

The Choice (*New York Times*): This college blog will keep you up to date on the latest trends on college admission, testing, and financial aid. The blog also features a lot of question-and-answer sessions with college admission officers and other higher ed experts.

Service Types

Office of Student Affairs

The Office of Student Affairs is the administration unit of counseling work. We emphasize the counseling of the students professional know-how and carry through the college motto of Diligence, Betterment and Practice with which the students can be educated to become high tech personnel with humanistic concern and technological know-how. Also it is responsible for:

- Enrolling new students.
- Army forms needed.
- Students' books.

- Personal students' documents: health insurance, drop out (expel) forms.
- Memos required for faculty board of staff.
- Related jobs for exams.

Student Guidance Section

Purpose of Student Guidance Section: By offering counseling services to the students regarding their lives, we aim to enhance students' perception of education on life, conduct, and democracy, in order to cultivate the students into responsible and cooperative people that obey law and order and behave with accurate view of life. Student can direct message affairs expert employees or review recorded answers for frequently asked questions to inquire about any document procedures and counsel employees.

Our major tasks are as follows:

- Create the database for the students living off-campus to grasp the updated information for prompt contact.
- Alarm system for the students' academic achievements and conducts to monitor their performance regularly. Attendance conditions are updated frequently. Reports are sent regularly to the colleges and departments for the advisors' reference to understand the students' dynamic situations.
- Enhance the operations of Accommodations Rental Service Committee by establishing accommodation rental information database and publishing accommodation rental guidelines for the students' reference and inquiry.
- Student loan, waiver of tuitions and incidental fees and military service, etc are administered in accordance to the regulations.
- Renew the contents of our website, such as the application forms, online service, suggestions feedback, lost and found, etc. In addition, we encourage the students to use the online services.

Extracurricular Activities Section

In the university, other than taking regular courses to enrich the students' knowledge, we also encourage students to learn the skills of interacting with the groups in preparation for entering the society. Through participation in the extracurricular activities, students can learn how to think independently, practice their leadership capability and cooperative skills, and express their youthfulness and energy fully. It is believed that the students will have good memories for their college lives. The mission of the Extracurricular Activities Section is to provide consultations for the students to pursue the college lives of truthfulness, goodness, and beauty. As a result, the Extracurricular Activities Section is one of the administrative units that have closest relationship with the students.

Major Services:

- Providing consultations to the student clubs and promoting extracurricular activities
- Application of all kinds of scholarships
- Sponsor or co-sponsor large-scale activities
- Promoting the concept of community service

Health Service Section

The Health Service Section is formed under the Office of Students Affairs to fulfill the above mission. Under the administration of the Health Service Section, there is a healthcare center to offer the following services: health and nutrition consultation, first-aid and medical care information, health insurance, medical equipment and books loaning, health education, prevention of causalities, food hygiene education and recorded speeches, offering of healthcare information medical consultation bonus package offered through integration of community healthcare resources, etc.

Housing Service Section

With our life education and hardware establishment, we provide students with high quality accommodation and service. We aim to promptly solve students' living problems and satisfy their requirements.

Specific practices are as follows:

- We establish a platform of rental information, construct a safe environment and perfect facilities for students and provide a convenient location as well as reasonable prices for students who want to rent a house.

Office of Military Instruction

Consolidate the goals of military, national defense education, student counseling and campus security. There are three major works of military training instruction. Through the accomplishment of goal, we aim to elevate the consciousness of national defense for the people through cultivation in subtle manners. In addition, we are responsible to assist carrying out the works of the maintenance of campus security and offering life counseling services to the students to establish a secure learning environment.

E-Services and Management Section

When a student wants to acquire a certificate of registration, the process will take the following steps:

- The student will enter the Faculty website using his registered account.
- He/she will fill an online form of the required fields in the certificate.
- He/she will then pay the required fees and submit the paycheck code online.
- A SA worker will receive a notification of a new request.
- He/she will then proceed with the standard protocol, finish the requested certificate and notify the applicant for receipt.
- The student will finally pickup his certificate.

Document Progress Section

Every document goes through series of procedures, students have full control over their requests. Student can easily track and follow the request step by step through all the procedure phases to get frequent feedback and updated time estimation.