Newly admitted students get a letter with a bunch of requirements they need to complete

The way it works right now

They get the letter

They go to a mandatory meeting in the spring

They go over all of the requirements they need to meet

When they get things done they mio a copy to her

Files are generally not named

App where students can go to see all of the requirements

Explanation for all of the requirements on what to do where to go

File repository where they can upload proof of these documents

Info can only be accessed by the student or her

They can see progress, what they have outstanding

Prompts “have you done this”, “this document is outstanding”

Student regristrar and student services might have to be involved

She goes in to verify the documents submitted and can give a response as to whether its ok or if theres something missing

Email notifications

Keep an updated list of students

Possibility to extend deadlines

Export excel file with all of the students and the progress for each document

Keep documents for a year after they graduated

File name pattern

You can email documents to students

List of all students and documents that have already been reviewed

Still accessible for students that are in the program

Student accounts already exist

Expiery date of the certification