Student questionnaire

Demographic information

1. What is your year of study? _____
2. What program are you enrolled in?_____

Clearance process experience

1. Have you previously gone through the clearance process? If yes, please describe your experience.

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   _____

   _____

2. What challenges did you face during the clearance process?

   _____

   _____

   _____

3. How do you currently receive information about the clearance requirements?

   _____

System features

1. What features would you like to see in a digital clearance system?

   _____

   _____

   _____

2. How important is mobile access to the clearance system to you?

   _____

3. Would you prefer notifications via email or SMS regarding your clearance status?

_____

Usability and support

1. How comfortable are you with using the online system for administrative tasks?

_____

_____

2. What kind of support would you expect if you encountered issues with the system?

_____

_____

3. Are there any accessibility features that would enhance your experience with the system?

_____

_____

Faculty Questionnaire

Role and responsibilities

1. What is your role within the college? _____
2. How do you often interact with student clearances?

_____

Current process evaluation

1. Can you describe how you currently handle student clearances?

_____

_____

_____

2. What difficulties do you encounter when processing clearances?

_____

_____

_____

Desired features

1. What specific functionalities would assist you in managing student clearances more effectively?

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_____

2. Would integration with exiting systems be beneficial? If so, how?

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_____

_____

Administrative questionnaire

Process management

1. Can you describe the current process for managing student clearances?

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_____

_____

2. What are the bottlenecks or inefficiencies in the current process that need addressing?

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_____

Data management and security

1. What types of data is need to be collected and stored within new system?

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   _____

   _____

2. How important is data security and privacy in managing student records? What measures do you think are necessary?

   _____

   _____

   _____

Compliance and reporting

1. Are there any regulatory requirements or institutional policies that must be adhered to in this system?

   _____

   _____

2. What reporting capabilities do you require from the new clearance system?

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   _____