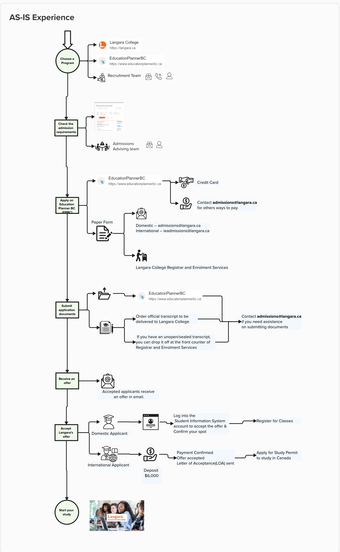
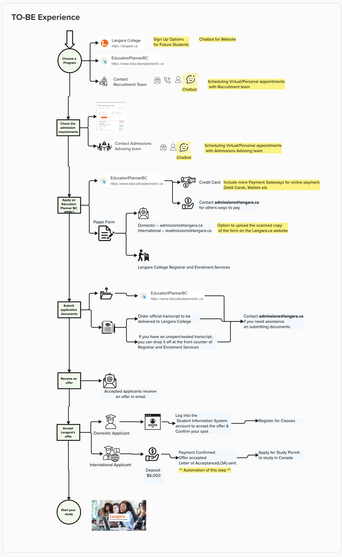
Regular Studies Admissions Process





Requirement Workshop

Format

- Identify Stakeholders
- Individual Sessions with stakeholders from different departments like Domestic Admission, International Admission, Administration, Visa Integration etc.
- Meet in Virtual meeting - Teams, Zoom
- OR Meet in person - Interviews, User Observation, Focus Groups
- Document requirements like process flows, data flows using Mural, Visio etc

Agenda

- Introduction with the team
- Present AS-IS process
- Propose TO-BE process
- Highlight processes to blend with the new system to improve system performance
- Discuss Roadmap
- Go over agenda for future workshops
- Q&A
- Thank you note

Questions

- Feedback & Confirmation on the current process.
- Where can the Students download the Paper admission form?
- What document formats are allowed in the document upload?
- Recommendations/Changes that you need.
- Would you like to include feature to book scheduled meetings/Tours with the Recruitment team for additional information on Programs?
- Discuss Limitations like organizational or Federal.

Requirements - User Stories

Epic	Sprint	As a/an	I would like	So that	Jira Link
01 - Programs & Courses	01	User	to click on the "Programs & Courses" tab	I can browse through the various programs and courses that I would like to take.	Programs & Courses Tab on Home Page for Users Story • Medium • p-9208-30
01 - Programs & Courses	01	Administrator	to access the system using Admin login	I can enter all the program and course information in the system	Programs & Courses Tab on Home Page for Administrators Story • Medium • p-9208-31
02 - Admission Requirements	01	Administrator	to access the system using Admin login credentials	I can enter all the information under "Admission Requirements -> Overview" tab in the system	Admission Requirements > Overview Tab on Home Page Story • Medium • p-9208-32
02 - Admission Requirements	01	Administrator	to access the system using Admin login	I can enter all the information under "Admission Requirements -> English Language Requirements" tab in the system	Admission Requirements > English Language Requirements Tab on Home Page Story • Medium • p-9208-33
02 - Admission Requirements	01	Administrator	to access the system using Admin login	I can enter all the information under "Admission Requirements -> Citizenship Status" tab in the system	Admission Requirements > Citizenship Status Tab on Home Page Story • Medium • p-9208-34
03 - Paper Application	01	Student	to upload a scanned copy of my paper application on the Langara.ca web portal	I can submit my application to the Admissions department	Paper Application Upload Story • Medium • p-9208-35
04 - Application Documents	02	Student	to submit a query through the chatbot	I can enquire about application document upload	Application Documents Chatbot Query Story • Medium • p-9208-36
05 - Assess Application	01	Admissions Team Member	to assess the required documents and grades	I can approve or reject the application	Assess application documents & grades Story • Medium • p-9208-37
05 - Assess Application	01	Admissions Team Member	to click on "Send Offer" button	a offer is emailed to the applicants email address registered in the system	Assess Application Send Offer Story • Medium • p-9208-38
06 - Accept Offer	01	Domestic Student	to log into the Student Information System account using my credentials	I can accept my offer of an approved Program or Course.	
06 - Accept Offer	01	International Student	to log into the Student Information System account using my credentials	I can view my offer of an approved Program or Course.	
06 - Accept Offer	01	International Student	to go to the Payment tab	I can pay the Admissions Deposit required to reserve my seat for the Program or Course	
06 - Accept Offer	01	Admissions Team Member	to go to the Payment tab	I can validate that the student has submitted the Admission Deposit	
06 - Accept Offer	01	Admissions Team Member	to mark the "Offer" as accepted	The student is accepted in the course	
06 - Accept Offer	01	Admissions Team Member	to click on "Generate & Email LOA"	The Letter of Acceptance is generated and emailed to the Applicants registered email address.	
06 - Accept Offer	01	International Student	to go to the "Documents" tab and click on the Letter of Acceptance (LOA) link.	I can download the Lettre of Acceptance (LOA) certificate.	
07 - Register for Class	01	Student	to be able to browse through the class schedule for my Course	I can register for a class	
07 - Register for Class	01	Lecturer	to be able to update the Class schedule	I can update the schedule for the classes that I offer as per the time table.	