



# Assessment Record

Service **Financial Aid Office**  
 Unit: \_\_\_\_\_

Assessment period: **2019-2020**

**Service Unit Mission:**

Service Unit Outcomes & Assessment Plan				
Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Students who apply and are eligible for Federal Financial Aid will be processed and receive aid accordingly.</p> <p>Timely submission of documentation will result in prompt award notification.</p>	<p>The total number of financial aid applications received and the total number of applications processed will be reviewed on a regular basis to ensure that financial aid applicants are processed and awarded on a timely manner.</p> <p>The disbursed amount of financial aid is evaluated and compared with the anticipated amount.</p>	<p>An anticipated 30% of the total student count is to be funded with student financial aid.</p> <p>Based on prior year financial aid disbursement, the College is expected to disburse around \$19 million of student financial aid.</p>	<p>For the 2019/2020 award year, a total of 13,119 FAFSAs were received. 3,894 were selected for verification, and 1,388 were verified. A total of 6,237 students had an award offer packaged.</p> <p>During 2019/2020, the College had disbursed:</p> <p>Federal Aid: \$19,133,300.73            Scholarship: \$ 2,033,169.25            Veteran Affairs: \$ 936,583.28            State Aid: \$ 142,210.00</p>	<p>The Financial Aid Office will continue to work closely with the Admissions Office to expediate the application process, which is a key element in processing the financial aid application.</p> <p>Also, the Financial Aid Office will utilize available ARGOS reports to send reminder communications to students with outstanding financial aid requirements to</p>

	The student count which is funded with student financial aid is compared with the anticipated percentage.		For the year 2019/2020, (33%) of the student count has received Title IV funds.	encourage timely receipt of all needed documents.
The Financial Aid Office will continue to utilize technological advances to ensure Jefferson State Community College students have open access to financial aid services and that the process is as simple as possible.	<p>Various technological tools such as Xtender, Full Measure, Automic, Argos, Dynamic Forms, emails, and MyJSCC account will be used to ensure that students have access to financial aid services.</p> <p>Those tools should help students to respond to requested documents in a timely manner to minimize the processing time.</p> <p>The Financial Aid Office will monitor the response to the documents requested via the above tools.</p>	<p>A full use of online services and electronic documents is anticipated as students get familiarized with the convenience and ease of using the technological advances. This should result in processing financial aid applications more efficiently.</p> <p>Also, digitalizing the verification of student attendance should expedite applying financial aid funds to the student's account.</p>	<p>The time frame between documents are requested and when documents are submitted will be monitored to ensure that processing documents is more efficient.</p> <p>The use of electronic documents will be compared to the use of paper documents to evaluate the improvement of processing time and the number of documents submitted using the electronic format.</p>	<p>Various documents such as class attendance verification, scholarship applications and contracts, verification worksheet will be digitalized through Dynamic Forms.</p> <p>The ease of submitting documents electronically will enable parents and students to complete the documents through the provided emails.</p>
The financial Aid Office is able to ensure that all students registering for classes will be in compliance with the regulations needed to receive the maximum amount of financial aid.	Students who are enrolled in classes outside of the major are being monitored during the registration period through the Banner CPoS process.	The CPoS process was implemented in Summer 2020 in conjunction with DegreeWorks. Students' course schedules are evaluated every day during registration through the end	From Summer 2020 forward, the percentage of students in out of degree plan courses at the beginning of registration will be compared to the percentage of students in out of degree plan courses at the end of add/drop.	The Financial Aid Office will continue to monitor students' enrollment and work closely with the Advising office to ensure that all financial aid recipients follow the regulations needed to

	<p>The students are notified when they are enrolled in courses not in their program via emails and text messages so they can update their courses or major to receive the maximum amount of financial aid.</p>	<p>add/drop to ensure Financial Aid Fund solely pay for courses in degree plan.</p> <p>Students were notified via email each time the CPOS process identified the student as being enrolled in out of degree plan courses.</p>	<p>The percentage of Title IV aid recipients in out of degree plan courses will also be compared to the percentage of students in out of degree plan courses who are not receiving Title IV aid.</p>	<p>receive the maximum amount of financial aid.</p> <p>The College will continue to notify students who are enrolled in classes outside of the major through emails and text messages.</p>
<p><b>Plan submission date: September 2020</b></p>			<p><b>Submitted by: Financial Aid Office</b></p>	