

Quick Guide:

# Streamlining Everyday Engagement & Learning Processes

How and why today colleges & universities can streamline their forms, registrations, requests and other processes to increase staff efficiencies, drive collaboration and remove barriers to student engagement

# Streamlining Processes

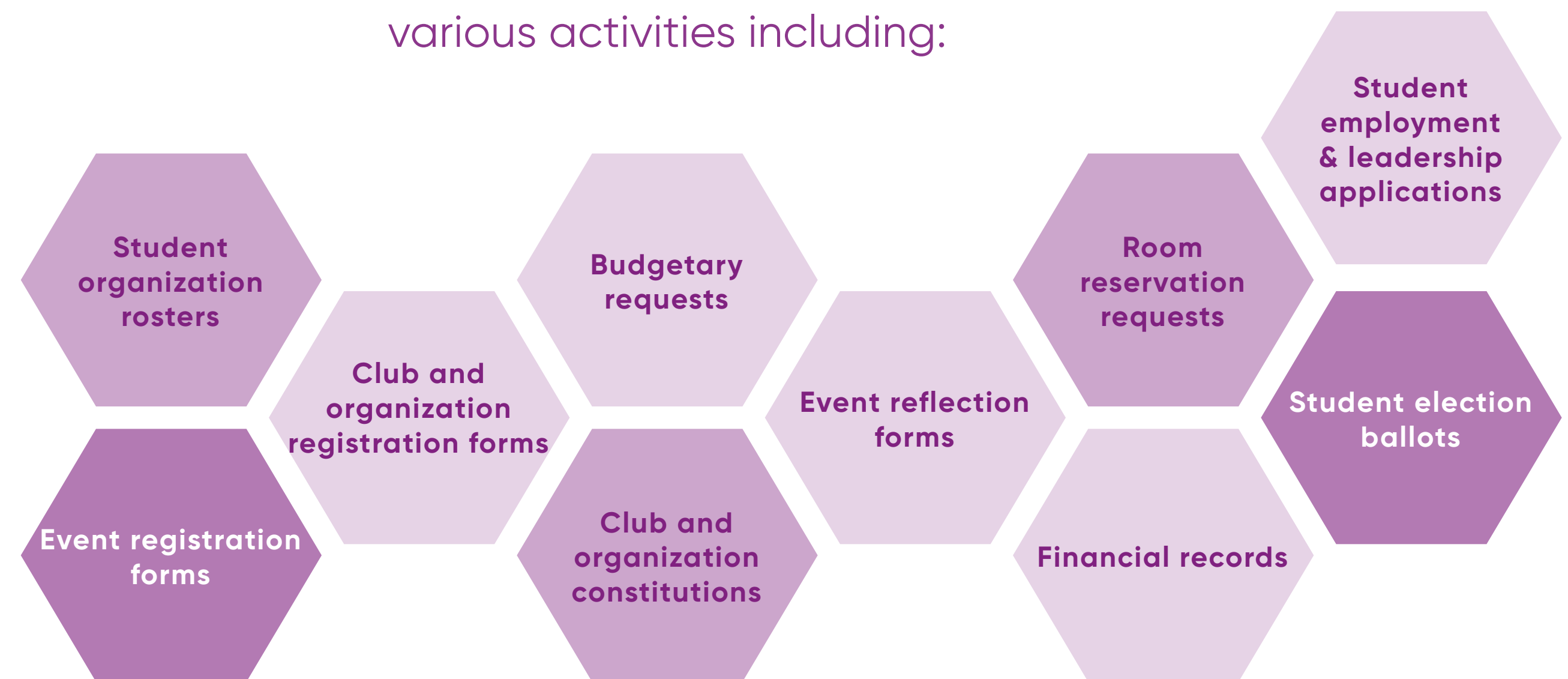
## Challenges

Paper processes are messy, confusing and inefficient.

File cabinets. Label makers.  
Tabbed binders.

If you're still relying on items from Staples or Office Depot to power essential Student Affairs processes, it's likely given you many headaches. Paper is a hassle to organize, confusing to keep track of and easy to lose.

All Student Affairs departments need to document and record various activities including:



# Streamlining Processes

## Risks

Paper processes create barriers to engagement and prevent your department from running smoothly.



### RISK

#### A maze of paperwork

requires students and staff to visit many disparate offices, leading to frustration and delays.



### RISK

#### Paper processes

are messy and time-consuming; it's all-too-easy to let things slip.



### RISK

#### Without documentation

plans aren't clear; communication is chaotic and engagement stagnates.

Complex processes can be especially maddening for students who have limited free time and expect their campus—much like their smartphone and TV streaming services—to run smoothly.

Students may disengage and not take advantage of campus resources they need to persist toward graduation.

# Streamlining Processes

## Solution

Go digital.

Four words:  
on-demand digital ecosystem.

Institutions thrive when they bring all of their processes online and in one central location that's easy to access and use. By having all of your forms and records in a single place, students save time filling things out and staff can say goodbye to three-ring binders. All your information will be stored safely and securely, no file cabinet necessary.

“Our students are coming to us as digital natives. If we don't create systems around tools that they'll use and understand, then we're not going to thrive in the way that we could.

BETH MOSSER  
ASSOCIATE DEAN OF ACADEMIC OPERATIONS  
HARFORD COMMUNITY COLLEGE



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# Streamlining Processes

## Results

Take these wins as inspiration:



# Streamlining Processes

## Our Approach

We like things easy, customizable and streamlined. That's exactly what our online processes bring to your student organizations, events, budgets and more. Our user-friendly features include:



### Roster Management

Chronicle officer positions, advisors and membership. Define roles, invite new members and approve incoming applications. It's easy, automated and efficient mass communication.



### Simplified Org Transitions

Use automation to ensure that organization leaders hand over the reins on-time. Set mandatory "transition by" dates, alert organizations that haven't transitioned within the assigned time frame, and confirm that critical documents are at up-to-date.



### Unified Files

Centralize important files online, associated with the relevant student organizations and professional offices, to improve continuity. Staff or student officers can upload files and set visibility—private, or public and downloadable—on their portal page.



### Custom Approvals

Centralize and expedite the event management process with automated workflows. Grant access to specific student leaders, staff and community members—and alert them when their approval is needed.

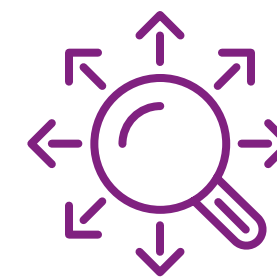
# Streamlining Processes

## Our Approach



### Drag-and-Drop Technology

Our drag-and-drop technology makes digitizing any form simple and easy. But simple doesn't mean simplistic; our digital forms come with advanced settings, conditional logic, customizable access levels, workflows, and beautiful custom layouts.



### Easy-To-Find Forms and Files

Students shouldn't need a treasure map to find critical forms, and with our digital tools, they never will. Use branded links to share forms any file via email, social media, printed materials or embedded in your own webpages.



### Finance and Budget Management

Allocate, spend and reconcile all in one place. Whether you're organizing finances from the top of the student affairs division on down or just for student organizations, we've accounted for every single penny of your budget.

# Streamlining Processes

## Our Delighted Customers

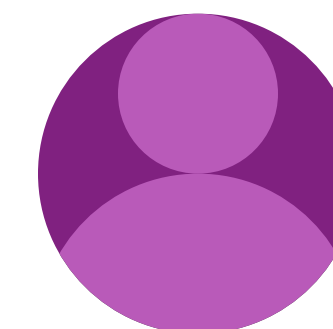
“Involve has substantially improved my work efficiency. I would not have made it through my first several months as a new director if it was not for how efficient I’ve been able to become because of Involve.”

ALEX BARKLEY  
DIRECTOR OF STUDENT ENGAGEMENT AND INVOLVEMENT  
SACRED HEART UNIVERSITY



“Involve has given our student organizations autonomy, which is building their leadership experience and personal development. They are no longer dependent on an administrator to update webpage information, provide them with forms, track down physical signatures and advertise events. The streamline processes have put the power in their hands, and they are learning responsibility, delegation and the rewards of taking initiative. As a result, they are improving their ability to connect with students and, ultimately, growing student involvement across campus.”

ANGEL MARTIN  
DIRECTOR OF STUDENT LIFE AND RECREATIONAL SPORTS  
LOUISIANA STATE UNIVERSITY SHREVEPORT





# Streamlining Processes

## Our Delighted Customers

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“Our students are intuitively figuring everything out about Involve on their own. It’s really made student buy-in much easier than with other platforms — how intuitive it is. And because so many students are trying it out and then using it all the time, we get access to bigger, better data and can really streamline our processes for student orgs and engagement all across the board.

DANIEL WELTER  
DIRECTOR OF FRATERNITY & SORORITY LIFE  
WASHINGTON STATE UNIVERSITY



“Involve has helped make the event planning process more seamless, for every single department that has a role to play with our events. We don’t have to have a million meetings a day to try and talk about the same events over and over. By asking student leaders everything we need to know about their events in one fell swoop, it makes it so much easier.”

DEVLIN DALEY  
ASSISTANT DIRECTOR FOR CAMPUS ENGAGEMENT  
UTICA UNIVERSITY



# Explore More Guides

This guide is part of a 5-part series. Click the links below to discover additional Modern Campus Involve solutions, which are enabling hundreds of leading colleges & universities to: