



Laserfiche enterprise content management (ECM) is a scalable workflow and records management solution to automate processes across departments. Using Laserfiche, institutions can **minimize overhead costs of paper, storage space and additional staffing resources**. By automating workflow processes, institutions can run administrative and student-facing services more smoothly, quickly and cost effectively.

ENROLLMENT MANAGEMENT

- Admissions
- Financial Aid
- Registrar Forms Processing
- Academic Advising
- Student Records Management
- Student Onboarding

BUSINESS ADMINISTRATION

- Accounts Payable
- Vendor Management
- Contract Management
- Procurement & Purchasing
- Human Resources
- Facilities Management

ADDITIONAL CAMPUS SOLUTIONS

- Grant Administration
- Advancement Services
- Athletics
- Faculty Administration
- Information Technology
- Communication Management

“ Laserfiche will help you in your daily processes. It will improve employee morale. It will help you in everything you are trying to do for students. ”

John Hermes

Chief Technology Officer, Oklahoma Christian University

Electronic Forms

Replace paper forms with easy-to-design electronic forms that can be published on intranets or public websites.

- Forms configuration without programming
- Accurate and secure data collection
- Accelerated processing of student and faculty services

Workflow Automation

Create and manage custom workflows with simple drag-and-drop activities.

- Automatic document routing and processing
- Document tracking
- Simultaneous review and approval
- Notification emails

Secure Records Management

Establish enterprise-wide standards and security policies for student and faculty records while enabling individual schools to store information and design processes for their specialized needs.

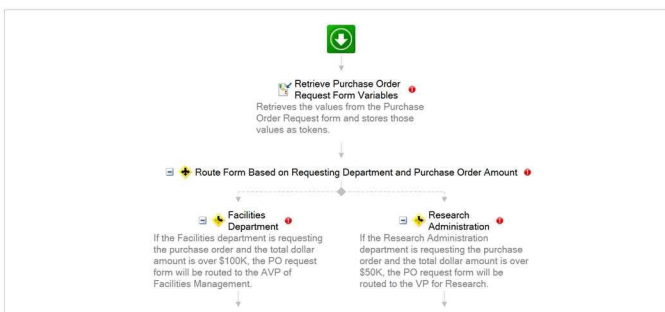
- DoD 5015.2- and VERS-certified records management
- No more lost, misplaced or inconsistently named files
- Granular, role-based security, as well as blackout and whiteout redactions
- System activity to demonstrate compliance

Change of Major/Minor Request

Student Information

NOTE: You may only add one major or minor per form. If you wish to add another, please submit a new Change of Major/Minor Request.

Full Name* Sarah Anderson	Student ID* 00041256
Email Address* (Please use your [University Name] email address.) sarah.anderson@laserficheuniversity.edu	Phone Number (800) 985-8533
Anticipated Graduation Term* Spring	Anticipated Graduation Year* (Ex. 2016) 2017



Name	Creation date	Last modified
Abennally, Gale	2/5/2015 8:45 AM	6/8/2015 6:21 PM
Baron, Michelle	1/5/2015 9:30 AM	6/8/2015 6:21 PM
Castrapel, Ben	6/4/2012 7:15 AM	6/8/2015 6:28 PM
Chen, Laura	2/15/2014 9:00 AM	6/8/2015 6:22 PM
Cruz, Redina	8/13/2014 7:00 AM	6/8/2015 6:22 PM
Franco, Victoria	7/22/2011 9:00 AM	6/8/2015 6:22 PM
Hernandez, Elias	3/28/2015 9:00 AM	6/8/2015 6:22 PM
Lee, Bethany	11/18/2009 8:00 AM	6/8/2015 6:22 PM
Steele, Alexis	5/22/2015 7:30 AM	6/8/2015 6:22 PM
Xiang, William	5/21/2012 8:30 AM	6/8/2015 6:22 PM

“ By digitizing and automating our contract management process with Laserfiche, we’ve significantly cut down on mailing and couriers costs, and we’ve also enabled simultaneous review of contracts by as many as six different offices. Through Laserfiche, **we give all relevant parties access to their contracts**, making the auditors happy. ”

Kristin Nace

Assistant Vice President for Fiscal Services and Budgets,
Texas A&M Health Science Center