

**Annual Unit Review
Admissions & Records Office
July 1, 2012 to June 30, 2013**

Description	Total	% increase from 2012-2013	Avg # staff (*indicates student employees included)	#per staff	Avg # hours to process	Avg # hours per staff	Total # hours	Notes
Applications accepted	3919	-2.7%	4*	979.8	1.50	1469.6	5878.5	includes lack letter processing, download/mail acceptance letter
Transcript requests	1800	36.3%	3*	600.0	0.50	300.0	900.0	includes request prep and print transcript
Transfer credit evaluation**	257	30.0%	2	128.5	0.50	64.3	128.5	data from July 1, 2013 to November 15, 2013; % increase extrapolated from 2011-2012 data
Applications to graduate	711	14.7%	3*	237.0	1.00	237.0	711.0	includes service delivery, grad log, diploma ordering
Degrees conferred	652	16.4%	2	326.0	1.00	326.0	652.0	
VA certifications	280	1.4%	3*	93.3	1.50	140.0	420.0	includes orientation, file prep, 30-day VetChecks