

# ECS Imaging, Inc.

## Rio Hondo College *Laserfiche Goes to Rio Hondo College*



**Back in the 1990's**, the IT management at Rio Hondo College sought to implement their

**RIO HONDO COLLEGE**

vision of a paperless campus environment. After careful consideration of the document imaging systems available on the market, Rio Hondo College selected Laserfiche for its ease of use and scalability.

Phase I of this implementation began with the Admissions Department. Applications from prospective students are scanned into the system using the prospective student's name and address information for quick reference and retrieval. Upon acceptance by both Rio Hondo College and the student, the student's transcript would also be scanned into the student's folder and along with other pertinent documentation. The student's identification number and year of admission would be added to the template for quick reference and retrieval.

An email would be sent to the student's career counselor with the student's name, address and ID number for instant retrieval and evaluation along with an appointment date and time for the counselor and student to meet and discuss the student's individual career needs. This paperless process expedited the student's awareness of his/her pre-requisite needs in a timely and orderly basis so the student could sign up for the appropriate class(es) to pursue their career goals.

This has streamlined the admissions process for the approximately 15,000 students that attend Rio Hondo College at any given time, thereby reducing the stress and frustration that is a part of the freshman experience at college campuses across the country. Having successfully implemented Laserfiche in the Admissions department as Phase I, Rio Hondo College embarked on Phase 2 and beyond involving the Personnel and other departments which will be the subject of future articles on LaserFiche goes to Rio Hondo College.



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