



Case Study

“Parchment Receive is a great tool with great benefits. I wish we had done this a long time ago.”

- *Brad Hostetler*
Associate Director of Admissions

Ball State University

Muncie, IN

When Associate Director of Admissions, Brad Hostetler, started at Ball State University (BSU), he had a surprise in store. “One thing that floored me was how paper intensive we were. We were constantly pushing papers around and looking for files”

Today, Parchment Receive enables BSU to act on documents in a way that’s appropriate with admissions workflows and best practices, saving time, money, and even office space. “The big thing in our office is the elimination of file cabinets,” says Hostetler. “We no longer have applicant files. Everything is online. Information is at our fingertips.”



25,500

TRANSCRIPTS RECEIVED DIRECTLY INTO BANNER DOCUMENT MANAGEMENT SYSTEM

- 4 Minutes saved per document
- 2 Month backlog eliminated, for same day processing
- 0 Applicant folders and file cabinets

Ball State’s Transition to a Paperless Admission’s Office:

Before

- 1 Request Transcripts from Parchment
- 2 Download & Print
- 3 Distribute to Staff
- 4 Scan into Electronic Format
- 5 Upload into BDMS
- 6 Notify Students of Missing Documents

After Automating
parchment
receive
with BDMS

- 1 Automatically Generate and associate Application ID with each transcript
- 2 Automatically Receive eTranscripts and upload into BDMS
- 3 Indexing Approval Staff review uploaded records for accuracy
- 4 Automatically Send notifications to students of missing documents

learn more
automate@parchment.com