

The True Cost of Paper and PDFs on Campus

Do you know how much paper & PDFs are costing your Provost and Registrar offices?

Provost and Registrar offices often handle dozens of student and faculty forms. While many institutions rely on paper and PDFs, these can be costly from a time, process, and error perspective.



The True Cost of Paper

Submitting Paper Forms: Let's take for example, a simple "Change of Major" Process. Institutions may see up to 10% of students change their major annually.



How many more paper processes does your institution process every day?

Processing Paper Forms:



Cost of Human Error

Problem 1: Increased Errors

Easily make mistakes due to lack of automated checks.

Problem 2: Elevated Risk

Misplaced or incorrectly shared papers can easily expose sensitive data.

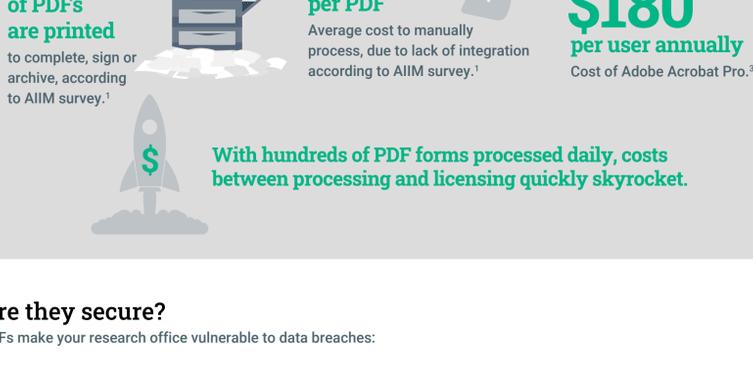
Problem 3: Wasted Time

Incorrect or old form versions waste student, staff and faculty time due to errors on submitted forms.

The True Cost of PDFs

Are PDFs really more cost effective?

To Print, Scan or Email?



Are they secure?

PDFs make your research office vulnerable to data breaches:

Problem 1: Poor Tracking

No way to see where they've been, who has seen them or who sent them.

Problem 2: Insecure Sharing

Sending via email or printing makes them vulnerable to phishing.

Problem 3: Risky Saving

Often saved on personal devices, vulnerable to ransomware or theft.

Do the math:

<p>The Teams</p> <p>How much are you currently paying administrators to manually process forms?</p>	+	<p>The Materials</p> <p>How much are you paying for paper materials, PDF editors, and other tools?</p>	+	<p>The Risk</p> <p>How much sensitive information do you stand to lose in the event of a data breach?</p>
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Automation: The Future for Higher Education

Digital automation is the way forward for higher education institutions.



Percent of Higher Education institutions that are integrating automation tools today.⁴

The benefits of automation:

- Do More, Faster**: Spend less time on manual processes.
- Added Visibility**: Enable customized reporting.
- Integrated Data**: Reduce human error and liability.
- Powerful Collaboration**: Safely and easily share across campus.
- Remote Friendly**: Anytime, anywhere accessibility.
- Increased Agility**: Quickly respond to shifting market demands.

Form Use Cases:

What forms do Research Administrators automate?

<p>Change of Program</p> <p>Auto-fill gadgets make form completion easy & accurate.</p>	<p>Class Withdrawal</p> <p>Process requests automatically and quickly discover issues.</p>	<p>Change of Information</p> <p>Keep sensitive personal information private with secure processes.</p>
<p>Leave of Absence</p> <p>Automatically notify other departments like financial aid or student housing.</p>	<p>Transcript Request</p> <p>Automate requests and include eSignature verification.</p>	<p>Diploma Order</p> <p>Connect with SIS to trigger actions and track completion.</p>

The Solution? Curriculum Management Software with Built-In Automation

Using a no-code forms and workflow solution means Registrars and Provost offices can create and deploy their own digital forms in minutes - including API integrations and reporting - without any coding or IT support.

The Kuali Student Suite is a modular, advanced curriculum and catalog management solution that saves your institution time and minimizes risk, while maintaining accreditation and driving student success. Kuali Student gives higher education institutions the tools to improve retention and graduation rates, as well as cutting costs and wasted time.

Kuali Build is a no-code forms and workflow solution, built exclusively for Higher Education. Build is secure, easy to use, and is an invaluable tool to any department looking to modernize and streamline processes.

Contact Kuali today for a free demo.

kuali.co/student



¹ <https://www.insidehighered.com/news/2017/12/08/nearly-third-students-change-major-within-three-years-math-majors-most>
² https://www.aaim.org/pdfdocuments/IW_Paper-free-Capture_2012.pdf
³ <https://edtechmagazine.com/higher/article/2019/07/survey-finds-universities-waste-time-manual-expense-reports>
⁴ <https://acrobat.adobe.com/us/en/acrobat/pricing.html>
⁵ <https://edtechmagazine.com/higher/article/2019/08/how-get-higher-education-it-teams-ready-cloud>