Data Processing Services

Give your back office data processing tasks to us so you can spend more time with your students

Admissions

- Send pre-formatted communications by email or SMS text message
- Prepare & send enrollment agreements
- Clean up junk leads
- Merge duplicate records

Registration

- Enroll students into programs
- Create class schedules
- Enroll students into classes
- Process student status changes
- Run periodic processes such as SAP and Compliance reports
- Process LOA
- Process drop

Academics

- Post attendance & grades
- Process internship / externship data
- Set up LMS courseware (content layout, assignments, quizzes etc.)
- Generate & send certificates

Finance

- Bill student tuition and fees
- Set up payment plans
- Identify students who are behind on payments
- Send reminders for payment dues

Placements

- Enter placement sites
- Process placements

Please contact us for assistance with any other back office tasks not listed above.