# Request for Proposals for the
# SIS Project: Development of an Integrated Admissions Process in the SIS

## *Project Goals*

- Entry of potential students into the SIS at time of COMET administration with contact preference;
- Tracking of contact prior to admission including generation of letters of acceptance and response;
- Tracking of letters of acceptance, letters of intent, high school transcripts, health clearances, and other documents related to the admission process;
- Tracking of pre-admission process for transferring students including entry of credits earned from other institutions of higher education;
- Reports as required for tracking status of potential students.

## *Proposed Project Approach*

This project aims to enhance the features of the current SIS to make it as a tool for recruitment, retention & persistence, and data tracking.

The Programmer shall work with the COM-FSM Director of Information Technology to create an integrated admission process that would:

1. Allow tracking of potential students who are still in high schools;
2. Allow communication with potential students throughout the application process;
3. Provide swift notification of student's acceptance into the college;
4. Link students' scores in COMET for tracking of student success from pre-admission to graduation; and
5. Provide a system in transfer in students to have all grade data in the SIS prior to registration and improve information exchange between the college and the students, along with high schools, and departments of education.

## *Submission of Proposals*

Proposals can be submitted either in person, sent through the mail or sent via email to:

> *Gordon Segal*
> *Director, Information Technology*
> *College of Micronesia-FSM*

*PO Box 159 Kolonia, Pohnpei, FM 96941*
*Email: [gsegal@comfsm.fm](mailto:gsegal@comfsm.fm)*

Deadline for submission of proposals is on the 7th of October 2016.