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Joint Council on Academic and Student Affairs Meeting : 2018 : 01 : 08 : Registrar's Office Presentation

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.

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Registrar's Office

Registrar Historical Background - Trivia

- ▶ One of the oldest official positions in the University setting
 - ▶ Dates back to medieval universities: an official who proclaimed messages and executed the mandates of the university authorities.
 - ▶ In the US, the position began at Harvard in 1636 with academic record-keeping functions. However, as University enrollments grew the position/office expanded to include many more student enrollment responsibilities.
- ▶ In 1920 a permanent national organization was formed with national conferences, and that same organization added admission officers to its membership, to establish what is known today as the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Background on Role--What we are about:

- ❖ Service
- ❖ Administration
- ❖ Leadership

▶ Service

- ❑ Students
- ❑ Faculty
- ❑ Staff (*All areas of the University on a regular basis*)
- ❑ Former Students / Alum
- ❑ External agencies / vendors

Service to Students

- ❖ Every student will interact with the Registrar's Offices on multiple occasions throughout their tenure at the University and beyond.

- Assistance with
 - Updates to their biographical records
 - Updates to their academic records
 - Registration
 - Enrollment verification
 - Transcript Requests

Service to Students cont.

❖ From start to completion.

- ▶ Assistance with:
 - ▶ Academic Petitions or Appeals
 - ▶ Degree Verification
 - ▶ Diploma production and replacements

Service to Faculty and Staff

- Specific student issues and concerns
- Class rosters and attendance
- Academic space and room requests
- Assistance with midterm & final grading
- Final exam scheduling

Administrative Services

such as:

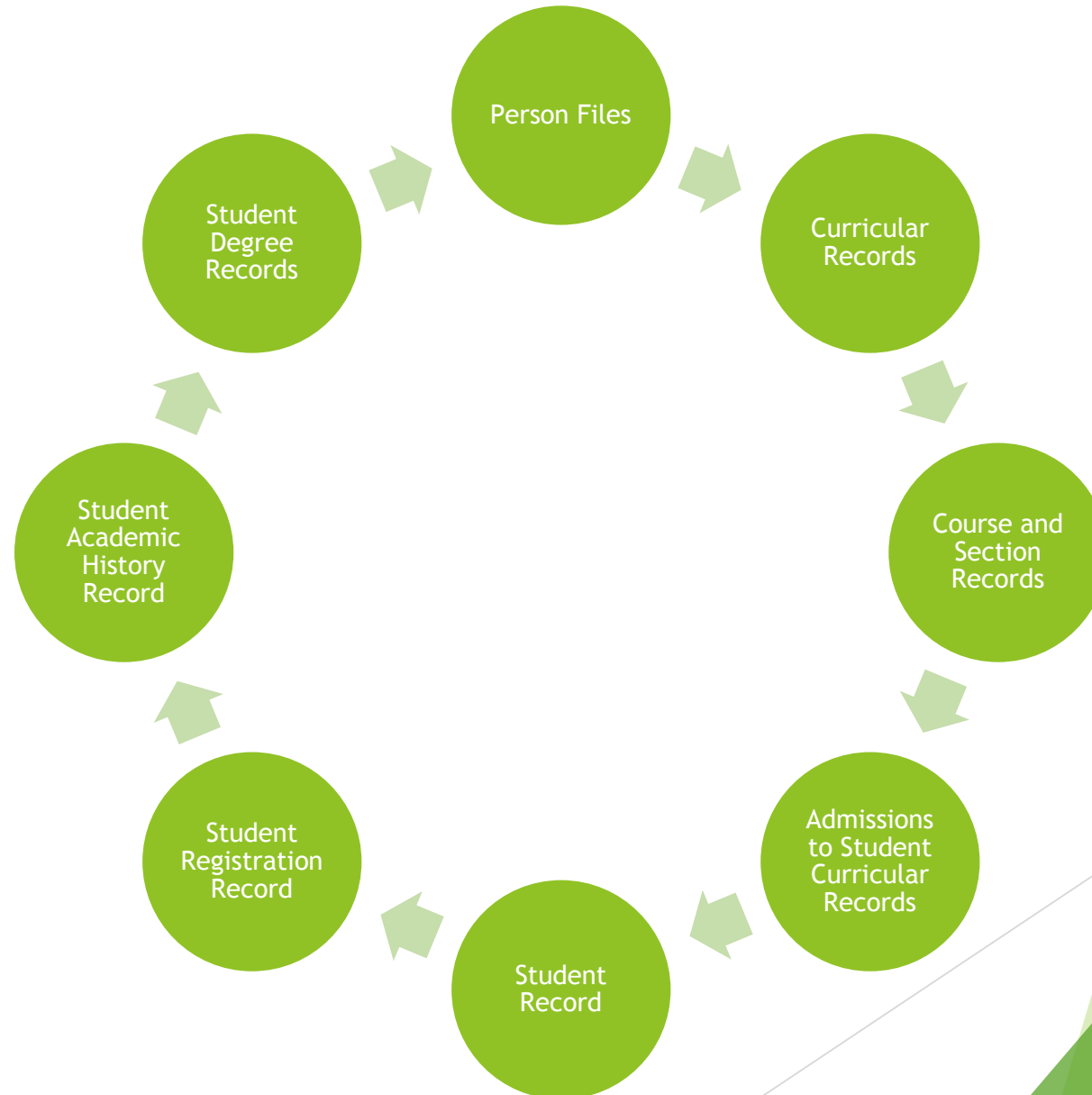
- ▶ Creation of the University Catalog
- ▶ Coordinate Course Scheduling
- ▶ Coordinate Commencement
- ▶ Creation and maintenance of curricular records and inventories
- ▶ Curriculum and Course Proposals
 - ▶ Consultation on Process

Administrative Services cont.

■ Oversight of Student Integrated Systems

■ Banner

- Processes
- Integration
- New coding



Administrative Services cont.

▶ Oversight and or Assistance with other Student Integrated Systems

- ❑ Illume
- ❑ Archivum
- ❑ Finish in Four
- ❑ Schedule Planner
- ❑ Credentials
- ❑ Graduation Application
- ❑ Diploma System

- ❑ Course proposal system
- ❑ 25Live Scheduling

Administrative Services cont.

Oversight of student systems includes:

- ▶ Planning/running Key Processes
- ▶ ie.
 - ▶ Defining reg. time tickets
 - ▶ academic standing, etc.
- ▶ Implementations
- ▶ Testing: initial and ongoing
- ▶ Integration
 - ▶ Interfaces
 - ▶ Reporting

Administrative Services cont.

▶ Reporting

- ▶ For Internal Purposes Only
 - ▶ “Live” student, course, section, degree data
- ▶ *Note: Official University Reporting - IR*
- ▶ Assists with day-to-day operational activities
 - ▶ within the Registrar’s Office
 - ▶ other Student Service Offices

Leadership: Provide ongoing direction and guidance for the University Community.

- ▶ Policy review and development
 - ▶ Guidance
 - ▶ Interpretation
 - ▶ Application of policies

ie.

- ▶ *Academic Renewal II*

- ▶ Process and implementation of new academic initiatives

ie.

- ▶ *Strategic Course Scheduling*
- ▶ *Optimization of classroom utilization*
- ▶ *Incentive Grants for Retention/Completion*
- ▶ *Advance placement within a degree program*

Leadership cont.

Examples of committee involvement:

▶ USFSP Committees

- ▶ University Council
- ▶ SEM
 - ▶ Data Action(Chair)
- ▶ ARC (Chair)
- ▶ UGC
- ▶ Facilities/Space Planning
 - ▶ etc.

▶ USF System Committees

- ▶ Curricular Proposal Systems
- ▶ SIS
- ▶ Academic Calendar
- ▶ Various processing teams
- ▶ etc.

It's in the Details, with a Focus on the Long-Term, Big Picture

Accuracy

- University Academic records must be continually updated and archived and processes verified.
- Records and the University Catalog, as a “contract to education,” are used as the basis for audits, reporting, and assessments (pbf, etc.)

Integrity

- The transcript is a legal document that must accurately reflect what occurred.
- The Registrar's Office helps ensure fair and equitable policies and procedures promote student success and adhere to all Federal, State USF System and Accrediting Agencies rules and regulations.

Questions?

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Student/Academic Records, Student Record Processes, Student
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Coordinates Course Sections, Classroom and Final Exam Scheduling,
Graduation/Commencement

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Student Records Systems and Reporting

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