A Word from the Registrar

I welcome the opportunity to present the 2013-2014 Annual Report for the Office of the Registrar. This has been a year of celebration and transition for the University of Idaho and the Office of the Registrar. We joined our campus community in celebrating the 125th anniversary of the University of Idaho and welcoming our eighteenth President, Dr. Chuck Staben, in March. We also said good bye to our University Registrar, Nancy Krogh. Although this has been a year of celebration and transition, we continue to serve our campus and greater community with professionalism and integrity.

We accomplished several major projects throughout the year. Let me highlight a couple. First, we rolled out a new graduation application and approval process to our college partners. The graduation application is now paperless and concludes an eighteen month project. Secondly, our scheduling team continues its diligent work with the Strategic Classroom Planning Workgroup. This group examines the instructional needs of our faculty and identifies general classrooms for upgrades and enhancements. Several rooms were selected this year and we are very excited to unveil the results at the beginning of the semester. The highlight transformation is AgSci 106, the University’s largest lecture hall.

I hope the following information will illustrate the level of service the Office of the Registrar provided throughout the academic year. The Office of the Registrar continues our commitment to serving and partnering with our campus community. I welcome any questions or comments that you have about the contents and/or presentation of this report.

Thank you.

Heather A Chermak, University Registrar

Our Mission

Providing high quality service to students, faculty, and staff in a broad range of activities.

The Office of the Registrar is dedicated to engaging and serving the academic and public community. We maintain the accuracy and security of current and historical academic records, and procedures within the University, to ensure the University’s integrity and reputation. We have sound knowledge of, interpret, and apply policies and regulations defined by the faculty, state, and federal government. Being committed to communication, education, and problem solving; inform, initiate, and support institutional processes; and lead in technology and data management. As a team, we commit ourselves to be respectful and to support one another while performing our duties with integrity and pride.
Who we are

University Registrar
Heather A. Chermak

Course Planning and Scheduling
Juli Hafen, Associate Registrar
Tammy Miller, Series25 Administrator
James Logan, Scheduling Coordinator
Theodore Unzicker, Scheduling Coordinator

Graduation and Commencement
Biljana Jovanovska, Assistant Registrar (Athletic Eligibility and Compliance)
Jamie Garlinghouse, Graduation and Commencement Coordinator
Betsie Price, Graduation and Enrollment Services Specialist

Information Systems
Sharon Jemes, IT Senior Programmer Analyst
Debby Lawson, Information Reporting Analyst
Christopher Hyde, IT Programmer Analyst, Sr.

Records and Registration
Chris Menter, Student Records System Coordinator
Eliza Browning, Academic Enrollment Services Specialist
Mary Lyon, Academic Enrollment Services Specialist
Diane Yates, Academic Enrollment Services Specialist

Transfer Articulation and Catalog
Dwaine Hubbard, Assistant Registrar
Charles Tibbals, Academic Publications Editor
Suguru Fujiwara, International Transfer Credential & Articulation Specialist
Anastasia Richards, Transfer Coordinator
Lisa Belles, Transfer and Enrollment Services Specialist

Administrative
DeLaina Storhok, Admin Financial Specialist

KUDOS to Our Staff

“Due to the nature of testing & placing students according to English level, the ALCP registration & scheduling process has a lot of last-minute decisions. Eliza and the Registration team (usually Mary & Chris, Diane too, forgive me if I’m forgetting someone) do an amazing job of processing a large number of our paper registration forms quickly and accurately. I so appreciate their diligence.

Ted & Jim impress us at ALCP with their patience and willingness to help with our many (and sometimes complicated) scheduling needs. Their work is reliable, flawless, and fast.

Thank you so much, Registrar's Team!”

Ashleigh Bright, ALCP, International Programs
What We Do

Records and Registration

Academic Records
- Registration updates
- Record maintenance
- Grade collection, changes, and reporting
- Banner registration set-up and maintenance
- Facilitate Academic Petitions Committee

Verification
- Enrollment and degree
- Honors

Transcript Processing
- Official transcript production (paper and PDF)
- Unofficial transcript production

Trained Specialists
- Enrollment
- Registration
- Front Line Services

Transfer Articulation and Catalog

Articulation Agreements
- Domestic Institutions
- International Institutions
- Collaborate with colleges

Transfer Transcript Review Services
- Domestic Institutions
- Assist International reviews to other services

Trained Specialists
- Provide guidance to students

Catalog Services
- Facilitate UCC and UCGE processes
- Publish official catalog each year
- Provide guidance to colleges

Degree Audit
- Maintain degree requirements
- Process degree audits substitution/waiver forms
- Final approval of study plans and changes of study plans
- Provide guidance to students, faculty, and staff

Graduation and Commencement

Degree Clearance
- Review Requirements
- Coordinate with colleges
- Degree posting
- Diploma ordering

Commencement Ceremonies
- Collaborate with President’s Office and USS
- Coordinate with colleges
- Organize readers, bagpipes, carillon, and student videos

Trained Specialists
- Counsel Students

Certification and Verification
- Degrees

Professional Memberships and Committees

Professional Memberships

Pacific Association of Collegiate Registrars & Admissions Officers
- Executive Board

American Association of Collegiate Registrars and Admissions Officers

National Association of Foreign Student Advisers, Regional Board

North American Association of Commencement Officers

Office of the Registrar Page 3
What We Do

Curriculum
Serve as Ex Officio on UCC
Proposals
  Provide guidance and resources for curriculum development
  Process, implement, and archive
Oversee all aspects of curriculum data use in systems

Course Planning and Scheduling
Scheduling
  Schedule of Courses
  Event Schedule
  General classroom assignment
  Classroom utilization data
Classroom Support
  Problem response, resolution, and evaluation
  Coordinate with ITS on technical issues
Trained Specialists
  Coordinate with colleges and departments
  Training sessions

Continuity and Compliance
Transaction Communication
  Student mass communications (e.g. advisor holds, academic standing)
  Staff and faculty mass communications (e.g. scheduling and grade deadlines)
  Issues communications
Federal and State Regulations
Privacy and Security
  FERPA training and compliance
  Review data usage
Academic Policy and Procedure
  Policy interpretation and compliance
  Coordinate reviews and revisions
Imaging
  Historic student records and support documents
Athletic eligibility and compliance

Information Systems
Reporting
  Ad Hoc requests from campus community and public
  Standard reports to EM and colleges
Technical Support
  Student Module Lead
  DegreeWorks (degree audit)
  25Live administration
  Build, maintain, and review data integration between enterprise systems
Training and Functional Support
  Banner Student Module
  Degree audit
  Smart Catalog
  25Live
Project Support
  Business Analysis
  Prioritization
Web Support
  Consultation
  Design and programming

UI Committee Memberships
Advisory Group for Information Technology
Administrative Systems Work Group
Academic Petitions Committee
Ad-hoc Events and Appropriate Use Committee
Administrative Hearing Board
Administrative Commencement Committee
Commencement Committee
Classroom Strategic Planning Committee
Facilities Scheduling Policy Committee
Information Technology Committee
Records Policy Advisory Committee
The Technology Commons group
University Curriculum Committee
University Committee for General Education
PeopleAdmin Onboarding Committee
Service Indicators

A few of our Service Indicators which demonstrate many of the Registrar’s Office accomplishments each year.

190,015
Grades Processed

17,871
In-Person Registration Actions

15,609
Transcripts Distributed

4,366
Incoming Transcript Evaluations

122,833
Incoming Transfer Credits

580
New Transfer Articulation Plans

Each of our focus areas work together to provide a positive learning experience for UI students from registration to graduation:

- Records and Registration
- Transfer Articulation and Catalog
- Graduation and Commencement
- Course Planning and Scheduling
- Curriculum
- Information Technology
- Continuity and Compliance

117,460 final grades and 72,555 mid-term grades processed.
Graduation Services

Graduation Services completed our first academic year using the Banner baseline degree application and Workflow systems, including developing policy and procedures as well as training of campus staff in implementation of the program.

Athletic Compliance

Successful certification, projection and monitoring of NCAA Athletic Eligibility for over 400 student athletes and prospective student athletes.

Classroom scheduling

This year classroom scheduling facilitated renovation of AgSci 106, the UI’s largest auditorium as well as seven other general classrooms in the Administration and Teaching & Learning Center.

Office of the Registrar Page 6
A few more Service Indicators

Information Systems

Our Information Systems department works to support the many software programs used throughout the University system, including the Banner Student module, the COWS application, (developed by the Registrar Office IS team), BbLearn, DegreeWorks, SmartCatalog, R25 and others.

This year, a few highlights from the IS team include:

- Implementing Banner Student, Student Self-Service, and Faculty Self-Service upgrades.
- Supporting Vandal Friday events through registration in Banner and the integration of CRM with the registration process.
- Implementing the baseline graduation application feature in VandalWeb.
- Installation and implementation of Transfer UIIdaho (Transfer Equivalency Self-Service Application).
- Implemented various hold processes including the Dean of Students “Think About It” program registration hold and the Veteran’s Office registration hold.
- Launched Graduation Application, Study Plan approval, Study Plan Change, and Ceremony Walkthrough Workflows.

Study Plan Approval Workflows  Graduate Students

1,174

Students with a study plan saved (including undergraduate):

2,469
Why we do what we do

Ultimately, our goal is to assist and guide our students from registration through graduation.

Degrees Awarded

2,774

<table>
<thead>
<tr>
<th>Degrees Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
</tr>
<tr>
<td>2013-14</td>
</tr>
<tr>
<td>2,003 Undergraduate Degrees</td>
</tr>
<tr>
<td>652 Graduate Degrees</td>
</tr>
<tr>
<td>119 Law Degrees</td>
</tr>
</tbody>
</table>

2,003 Undergraduate Degrees
652 Graduate Degrees
119 Law Degrees
were awarded during the 2013-2014 academic year.

The Office of the Registrar provides training for various UI processes, as well as occasional training for Regional Associations. Below are a few of the trainings we provided this past year:

- Created online training for Banner Student Module
- Trained UI staff/users on Smart Catalog software usage
- Graduation applications training
- Scheduling Symposiums
- Serie25 trainings to UI staff and at UI Centers
- PACRAO Annual Conference “Developing International Articulation Agreements”
- FERPA training and compliance
The Office of the Registrar

- Maintaining the integrity of the academic record
- Informing and initiating institutional processes
- Interpreting and applying policies and regulations
- Leading and advancing technology and data management
- Committed to communication, education, and problem solving

University of Idaho/Office of the Registrar

875 Perimeter Drive, MS4260
Moscow, Idaho 83844-4260
208.885.6731 phone
208.885.9061 fax
www.uidaho.edu/registrar

Physical Location: SUB 119