

# **Student Services Annual Highlights 2013-2014**

**Department Name: Office of the Registrar and Academic Records**

## **Programming or Service Highlights**

- National Search for the new Assistant Registrar.
- AmbirScan program installed at front line receptions with the ability to scan driver licenses, ID and permanent resident cards.
- DegreeWorks officially implemented November 2014 providing new functions and process changes in the Graduation Office and Transfer Evaluation Office.
- New NextStep Project and Reverser Transfer Project implemented. Office remodeled, budget setup, position hired.
- Implemented Semester Campus Trainings conducted each semester at three campus sites.
- National Student Clearinghouse Surcharge contract completed enabling the ability to create a new revenue account.
- Graduation Office made a new contract with Jostens; Jostens will print and mail diplomas.
- Online Graduation Application available to students 2014 Spring.
- COGNOS reports revised.
- Completed OIT audit for over 4,000 Student Banner Users.
- High School Electronic Transcripts contract completed.
- Phase One of the WHICHE Passport project completed where SLCC participates with 23 other institutions on reporting students who have met the requirements for the Passport.
- Admission Date extended to three years; policy and processes implemented.
- Admission Application major and degree were updated.
- PGP/ACT Test Score project completed.
- Instrumental with implementing the new Concurrent Enrollment Online Admission Application.
- Posthumous Degree Policy workflow and checklist created.
- FERPA Tutorial updated and revised for college wide required training.
- FERPA link and email posted on Faculty Tab.
- Registration groups revised excluding holds to allow students to view holds.
- Tuition setup was changed and will be based on residency and attributes.
- Changed office title from Enrollment Services to Office of the Registrar and Academic Records.
- Changed office title from Incoming Transcripts to Transfer Evaluation.
- Created Deferred Admissions (missionary tool) website.
- High School ID's cleaned up for concurrent enrolled students.
- Instrumental in implementing the Experiential Language policy and procedures.

- Instrumental in implementing the Exceptions and Substitution policy and procedures.
- Instrumental in implementing the Curriculum and Graduation Standards policy.
- ORAR Technical Team organized.
- Advanced Enrollment Reporting set up with the National Student Clearinghouse.
- Organized a standing monthly meeting with the *Office of the Registrar and Academic Records* and the *Curriculum and Scheduling Office*.
- Banner Repeat module implemented.
- Sequence Purge updated to include nine MATH, six BIOL and ENGL 2010 courses.
- Participated in a State Pilot to ensure the accuracy for High School ID's.
- Administrative interface created to address admission unicorn tool.
- Inactivated old program degree codes.
- SAT Assistant Registrar invited to participate on a National C-Ben committee. SAT also volunteered to review and refine other C-Ben schools business and reporting practices.
- SAT Assistant Registrar updated procedure manual and user guide for advising and instruction to address questions on the new business practices.
- SAT Registrar Office closely with Financial Aid, OIT and Dean to reach compliance for Financial Aid regulation. This included manual adjustments and registration for over 300 in the new process; new processes and reporting, for example, Leave of Absence, Course Waiver & Substitutions and Program Extension.
- Archive Transcript project moved to Miller campus.