

Unit Missions

Registrar Mission Statement

Mission statement

The Registrar's primary focus is to serve students, faculty, and staff by maintaining academic records and ensuring integrity of said records, evaluating degree requirements for commencement, assisting students who are veterans, certifying all athletes for NCAA eligibility, provide traditional and online registration to better serve our students.

Related Items

There are no related items.

User Outcomes

Registrar 01 UO: Resources for Students

Start: 7/1/2013

End: 6/30/2014

User Outcome

Students have the skills and tools to obtain additional resources to make more knowledgeable decisions on their education path and goals.

Data Collection (Evidence)

1. **Graduate Applications:** Data are tracked within the Registrar's office through the graduate application system on a semester basis due to the December and May graduation timeline.
2. **Summer Orientation Sessions-Registration Skills:** Data are tracked for summer orientation by the number of sessions offered and the number of PIN numbers given to the orientation leaders prior to each session.
3. **GST Registration Skill Sessions:** Data are tracked for the GST sessions based on the number of classes that set up appointments with the Registrar to conduct a registration skill session and then by the number of student pre-registered on pre-registration day.

Results of Evaluation

The data below shows the number of applications processed through our online application system.

Academic Year	December	May	Total
2013-2014	345	464	809

Based on the number of students served, the below data represents the number of freshmen and transfer students that obtained the proper skill sets to register for classes early.

	Classes Served	Students Served	Pre-Registered Students	Pre-Registered within 1st Week of Class
Fall 2013 GST Course-Registration Skills Session	21	271	106	175
	Number of Sessions Offered		Students Pre-registered	
Summer 2014 Orientation-Freshman Sessions	4		267	
Summer 2014 Orientation-Transfer Session	2		169	

Use of Results and Recommendations

Related Items

There are no related items.

Unit Goals

Registrar 2014_01: Grade Change I/IP-Automate

Start: 7/1/2013

End: 6/30/2014

Unit Goal

Automatically assign final grade of 'F' to a course that was given incomplete grade of 'I' when the student has not completed the coursework in the designated time-frame as specified in the undergraduate catalog.

Evaluation Procedures

Create rules in Banner to create incomplete grade rules. This allows automated processing to examine the date on which the incomplete grade is set to expire, and if that date has been reached or exceeded, changes the final grade to 'F', unless the incomplete grade has been changed through the normal grade change process.

Actual Results of Evaluation

Rules were created in Banner to begin converting grades beginning with the Summer II 2014 session and hence forward.

Past grades were reviewed and updates were done to all terms dating back to summer I 2003.

Use of Evaluation Results

Updates were made to begin moving the process forward as automated.

The first set of data will roll over with students from summer II 2014. If a student within that term received an "I" grade and has not completed the required course information, the student will automatically receive an "F" July 31, 2015.

Related Items

There are no related items.

Registrar 2014_02: Test Workflow

Start: 7/1/2013

End: 6/30/2014

Unit Goal

Test the below workflow processes:

1. Student withdrawal
2. Course add
3. Course drop
4. Course substitution/degree modification

5. Grade change
6. Graduation application notification

Evaluation Procedures

Test in pre-production the functionality of workflow prior to going live across campus.

Actual Results of Evaluation

All workflows were tested and prepped for implementation. Testing showed no errors.

Use of Evaluation Results

Although testing has occurred, workflow has not gone live. All workflows are expected to go live fall 2014.

Related Items

There are no related items.

 **Registrar 2014_03: Implement Workflow Processes**

Start: 7/1/2013

End: 6/30/2014

Unit Goal

Implement the below workflow processes:

1. Student withdrawal
2. Course add
3. Course drop
4. Course substitution/degree modification
5. Grade change
6. Graduation application notification

Evaluation Procedures

Run reports using the workflow function to make sure all processes are running correct.

Actual Results of Evaluation

Reports were not run due to testing not being completed until the end of the spring 2014 term.

Use of Evaluation Results

Workflow implementation should begin fall 2014 due to testing not being completed until spring 2014.

Related Items

There are no related items.

Section IV.a
Brief Description
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

The Registrar’s primary focus is to serve students, faculty, and staff by maintaining academic records and ensuring integrity of said records, evaluating degree requirements for commencement, assisting students who are veterans, certifying all athletes for NCAA eligibility, provide traditional and online registration to better serve our students.

Section IV.b
Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Enrolled Students Served by Department	
Term	GR & UG (unduplicated)
Summer 2007	1577
Fall 2007	4091
Spring 2008	3767
Summer 2008	1594
Fall 2008	4064
Spring 2009	3695
Summer 2009	1726
Fall 2009	4031
Spring 2010	3685
Summer 2010	1752
*Fall 2010	4327
Spring 2011	3484
Summer 2011	1622
*Fall 2011	4624
Spring 2012	3359
Summer 2012	2038
*Fall 2012	4763
Spring 2013	3228
*Summer 2013	1821
*Fall 2013	4785
Spring 2014	3370

- *Fall 2010 includes 504 TFA Summer Institute participants
- * Fall 2011 includes 896 TFA Summer Institute participants
- * Summer 2012 includes 414 TFA Summer Institute participants
- * Fall 2012 includes 1141 TFA Summer Institute participants
- * Summer 2013 includes 462 TFA Summer Institute participants
- * Fall 2013 includes 1270 TFA Summer Institute participants

***Graduation Applications Processed**

Graduation Applications Processed			
Academic Year	December	May	TOTAL
2007/2008	387	466	853
2008/2009	402	484	886
2009/2010	349	424	773
2010/2011	398	495	893
2011/2012	388	392	780
2012/2013	374	422	796
2013/2014	345	464	809

*Application complete and degree conferred

Veterans Administration Enrollment Certifications Processed	
Academic Year	TOTAL
2005/2006	188
2006/2007	172
2007/2008	166
2008/2009	182
2009/2010	218
2010/2011	212
2011/2012	201
2012/2013	197
2013/2014	139

Section IV.c
Diversity Compliance Initiatives and Progress
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.d
Economic Development Initiatives and Progress
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.e
Grants, Contracts, Partnerships, Other Accomplishments
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.f

Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.g

Strategic Plan Data

Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.h

Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports.

Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.a

Faculty (Accomplishments)

Noteworthy activities and accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.b

Staff (Accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Becky Finley, Associate Registrar/Coordinator of Commencement:

- Member of MACRAO
- Member of SACRAO
- Member of AACRAO
- Attended Gulf South Conference 2014
- Assists with NCAA Compliance

Delta State University FY2014 Unit Level Report
Department: Registrar

- Coordinates Commencement
- Assisted with Workflow Development testing

Lauren Nichols, Articulation Specialist/Asst Coordinator of Commencement:

- Member of MACRAO
- Continuous Updating of Articulation Process in Banner
- Assists in Coordination of Commencement
- Completed Master of Business Administration degree from Delta State University on May 10, 2014.

Rhonda Mitchell, Senior Secretary, Office of the Registrar & Director of Institutional Research & Planning:

- Currently pursuing a Master of Business Administration from Delta State University
- Properly learned the operations of transcript on demand
- Trained compliance officer, in the athletic department, how to print transcripts for athletes.
- Completed all graduation duties in a timely manner
- Gained more knowledge in banner with registration processes and degrees/graduation
- Maintained office spending to a minimum on office supplies
- Obtained knowledge in other departments to assist students
- Gaining knowledge in Veterans Affairs

Marcia Lishman, Senior Clerk, Office of the Registrar:

- Successfully implemented DSU's on-line transcript ordering process called Transcripts on Demand
- On the committee to simplify the TFA process from application to transcripts
- Member of Student Success Task Force in 2014
- Designated liason for the university for reverse articulation sending/receiving transcripts

Section V.c
Administrators (accomplishments)
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Education and Training

- Education Doctorate Program in Professional Studies, Delta State University (completed dissertation hours)

Accomplishments

- Received Past President Award for Mississippi Association for Institutional Research

Volunteer/Service

Delta State University FY2014 Unit Level Report
Department: Registrar

- Volunteered for various activities on campus including State of University Address, Staff Council Development Day, Stuff the Bus Food Drive, Adopt a Child Christmas, Staff Council Organizer for Louisville Tornado Relief Efforts

Memberships/Organizations

- IPEDS Keyholder
- State Longitudinal Data System Council
- Instructor for BIS 310: Interdisciplinary Research and Applications
- Mississippi Association for Institutional Research (MAIR) (Member)
- Mississippi Association for Institutional Research (MAIR) (President 2013-2014)
- Association of Institutional Research (AIR) (Member)
- Southern Association of Institutional Research (SAIR) (Member)
- Southern Association of Institutional Research (SAIR)—2013 (Presenter)
- Council of Institutional Research Officers (CIRO) (Member)
- Staff Council Representative (Member)
- Delta State University -Staff Council Executive Committee (Secretary 2009-2010) (Chair Elect 2010-11) (Chair 2011-12) (Past-Chair 2012-13) (University Relations Coordinator 2013-2014)
- Delta State University -Staff Council Staff Development Committee (Member)
- Pi Gamma Mu Social Science Honor Society (Member)
- Pi Sigma Alpha Political Science Honor Society (Member)
- Association for Politics and the Life Sciences (APLS) (Member)
- Delta State University Website Enhancement Committee (Member)
- Delta State University Alumni Association (Member)
- Arkansas State University Alumni Association (Member)
- Southern Association for College Registrar and Admission Officers (Member)
- Mississippi Banner User Group (Member)
- Banner Power User Group (Member)
- Mississippi Association for College Registrar and Admission Officers (Member)
- National Association for College Registrar and Admission Officers (Member)
- Compliance Academic Certification Officer
- AdAstra Committee
- National Student Clearinghouse Enrollment and Degree Submission Officer

Section V.d

Position(s) requested/replaced with justification

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.e

Recommended Change(s) of Status

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.a
Changes Made in the Past Year
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.b
Recommended Changes for the Coming Year
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative