Unit Missions

🏅Registrar Mission Statement

Mission statement

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

User Outcomes

Registrar 01 UO: Resources for Students

Start: 7/1/2014
End: 6/30/2015

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.

Unit Goals

Registrar 2015_01: Grade Change I/IP-Automate

Start: 7/1/2014
End: 6/30/2015

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
Run automatic process to allow for incomplete grades to roll from "I" to "F".

Registrar 2015_02: Implement Workflow Processes

Start: 7/1/2014
End: 6/30/2015

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.