Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand
AGENDA

Introductions

Office of the Registrar Overview

22-23 Policy & Project Roadmaps

Ask us Anything!
The Office of the Registrar is responsible for the accuracy and integrity of the academic record.

Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.

The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.
Alex Underwood  
University Registrar

Abbie Sorg  
Assistant Registrar,  
Academic Catalog & Policy

Amanda Gluski  
Associate Registrar,  
Graduation, Records,  
& Certifications

Cori Cashen  
Senior Associate Registrar,  
Catalog & Classes  
Systems & Operations

Debbie Milora  
Assistant Registrar,  
Administration  
Summer & Winter Sessions

Jaclyn Pryor  
Assistant Registrar,  
Room & Course Scheduling

Michael Davenport  
Associate Registrar,  
Registration, Residency, & Transcripts

Office of the Registrar
Departments & Units

Catalog & Classes
- Academic Catalog and Policy
- Room and Course Scheduling

Cori Cashen
Senior Associate Registrar
Abbie Sorg
Assistant Registrar
Academic Catalog & Policy
Jaclyn Pryor
Assistant Registrar
Room & Course Scheduling

Systems & Operations
Administration
- Systems and Operations
- Internal Administration
- Summer-Winter Sessions

Cori Cashen
Senior Associate Registrar
Debbie Milora
Assistant Registrar
Administration – Summer/Winter

Registration, Residency & Transcripts
- Registration and Student Services
- Document Scanning and Archives
- Appeals and Petitions
- Residency Classification

Michael Davenport
Associate Registrar

Graduation, Records & Certifications
- Graduation Services
- Academic Services
- NCAA Compliance
- Military-Connected Benefits and Certifications

Amanda Gluski
Associate Registrar
We need your help! Be on the lookout for opportunities to provide feedback on policy changes.

**POLICY ROADMAP**

- Course Repeat and GRO
- Course Withdrawal & Retroactive Withdrawal
- Undergraduate Academic Petitions
- Double Use of Courses (Double Dipping)
- Grade Appeal
- Grade Change procedure
- Leave of Absence
- Military Excused Absence
- Audit
- Academic amnesty programs
- Graduate Credit for Seniors
- General Education Foundations

**ACADEMIC YEAR 2022/2023**

- Full Time Status
- Grades & the Grading System
- Change of Major
- Community College Credit
- Defining or redefining:
  - Professional and Graduate programs
  - Developmental Courses
  - House Numbered Courses, Course Type, and Individual Studies Courses
### Project Roadmap

**ACADEMIC YEAR 2022/2023**

**Support Students & Academic Enterprise**
- Improved Training & Communication
  - FERPA Elevated Access Training
  - Department Scheduler Training
  - Department Enroller Training

**Improve Training & Communications**
- New Tools to Support Students & Academic Enterprise
  - New Catalog & Curriculum Approval Tool
  - SURPASS eForms (Streamlining University Registrar Processes to Amplify Student Success)

**Enhance Academic Operations**
- Academic Operations enhancements
  - Reimagine Class Scheduling

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*Ask Us Anything | September 2022*
• No longer an electronic ‘fill in the blank’ on free-standing, digitized paper forms, each SURPASS eForm is customized for the process to efficiently implement and support existing and changing academic policies and procedures.

• Improves service experience for all students, streamlines form approval processes and reduces staff time advising on how to navigate disparate form-handling procedures.

• Funding and support through the Office of the Provost and the Hispanic Serving Institution (HSI) Initiatives
Our Office currently supports over **80 different forms/processes** outside of UAccess Student

- Fillable PDFs emailed
- Custom SASG webforms
- Microsoft Forms
- Qualtrics Forms/Surveys
- Trellis Change of Schedule

**COVID-19 demonstrated need to fast-track our forms modernization plans**

- Walking a piece of paper around campus was already antiquated and othering for non-main campus students - now impossible
- Opportunity to move beyond (SURPASS) recreating our paper processes as fillable PDFs
- Opportunity to improve/simplify process
- Brainstormed options with UITS colleagues & looked at peer institutions

**Initial prioritization of the projects**

- Impact to Student Experience
- Frequency and scale of use
- Forms that provide learning require support from GT
- Perceived complexity
- Method of current process
- Similarity to forms/processes used in OR/Honors/Graduate College
- Similarity to pre-existing GT eform template

**Up 1st!**

- Academic Eligibility Appeal Form
- Authorization for Release of Information (FERPA)
- Campus Change Form
- Change of Personal Information
- Complete Withdrawal Form
- UGRD Enrollment in GRAD Courses
- Residency Classification for Tuition Purposes (13 disparate forms)
**Winter 2022**

**Spring 2023**

Registration Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>• Message to students!</td>
</tr>
<tr>
<td>October 1</td>
<td>• Schedule of Classes published!</td>
</tr>
<tr>
<td></td>
<td>• Shopping Carts available</td>
</tr>
<tr>
<td></td>
<td>• Registration periods published</td>
</tr>
<tr>
<td>October 7</td>
<td>• Transcripts must be submitted</td>
</tr>
<tr>
<td>October 17</td>
<td>• Registration Appointments assigned</td>
</tr>
<tr>
<td>October 20</td>
<td>• Registration emails to students</td>
</tr>
<tr>
<td></td>
<td>• Includes information on holds</td>
</tr>
<tr>
<td>October 31</td>
<td>• Registration begins!</td>
</tr>
</tbody>
</table>
Questions for the panel?

Ask Us Anything!
THANK YOU

Office of the Registrar