

Dartmouth College Registrar's Office Annual Report

Executive Summary 2018-2019

HIGHLIGHTS 2018-19:

- **Led the Name and Gender Identity implementation**, an institution-wide project so that students may elect a chosen name, gender identity and pronoun for use on-campus.
- **Added 18 additional majors into *DartWorks*** so that most students can now easily track their major progress towards degree completion
- **Engaged in significant staff change and development** which included promotions, new hires, training, and renovations to improve our effectiveness
- **Maintained high quality service delivery to students and faculty** with the development of new academic policies and continuous improvement of processes and procedures.

We are an OPERATIONAL office.

- Over 50% of our work centers on academic operations in support of students and faculty

We are a COMMUNICATIONS office.

- 33% of our work is communications to the Dartmouth Community

We are a PROJECT office.

- We engaged in 3 major technical projects, a major internal construction/redesign project, and 4 internal projects.

We are a REPORTING office.

- We provided over 60 ad-hoc reports for departments, programs, faculty members, and deans
- We reported student enrollment data to the National Student Clearinghouse and Veterans benefits data to the Veterans Administration
- We delivered research data to faculty from the student data warehouse

We are **PROFESSIONALLY ENGAGED**, with several staff members who participated in multiple regional and national professional conferences by speaking, presenting, and organizing. Additionally, M. Braz served as AACRAO's Vice President for Leadership and Management Development, and J. Sinclair sat on AACRAO's Public Policy Advisory Group.

We are **INVOLVED** widely in the Dartmouth and broader community, serving on **10 standing Dartmouth COMMITTEES**, and many more ad-hoc committees.

We are a PRODUCTIVE office. In AY 18-19:

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| • 9,271 official transcripts produced | • 2,079 enrollment verifications produced |
| • 4,858 D-Plan changes managed | • 131 students studying on non-Dartmouth programs supported |
| • 2,184 courses managed and scheduled | • 70 awards made to VA benefit recipients |
| • 1,075 student petitions reviewed | • 1,055 undergraduate students graduated |
| • 2,098 classrooms assigned for courses | • 31,000+ registrar inquiries answered |