Registrar's Office Annual Report 2012 – Executive Summary

"The Registrar supports and advances the systems and structures of Dartmouth's unique learning environment and safeguards the integrity of the institution's regulations and records."

Our goals include:

- Providing leading edge technology to students and faculty
- Designing and delivering systems that allow increased time for faculty pedagogy and research
- Improving the digital literacy of students, faculty and staff
- Reducing risks of system failure by upgrading to newer more stable technology
- Reducing costs and minimizing consumables
- Promoting global Dartmouth through our systems and services

We are a COMMUNICATIONS office.
- 22% of our work focused on communications

We are a PROCESSING office.
- 27% of our work focused on student data or course data processing

We are a PROJECT office.
- Over and above our production work in AY 11-12, we engaged in 10 major technical projects, supported 3 more institutional initiatives, and 2 major internal projects.

We are a REPORTING office.
- We provided over 120 ad-hoc reports for departments, programs, faculty members, deans, and the President.
- We report student enrollment data to the National Student Clearinghouse to support financial aid and loans.

We continually strive to make IMPROVEMENTS.
- Students may now access DegreeWorks, a personalized, web-based degree audit tool which is in an easy-to-read format and helps students to monitor their progress towards the degree.
- Faculty will propose new courses, cross-listings, and course modifications online.
- Students now have self-service enrollment verifications to prove they are Dartmouth students.
- The ORC (Catalog) will be in a new, upgraded, online format that has an improved search and is easier for the department/programs (and other content editors) to edit.
- The official transcript will available for electronic delivery and online request by students and alums.

We are involved widely in the Dartmouth and broader community, serving on 12 standing Dartmouth COMMITTEES, and many more ad-hoc committees.

We are PROFESSIONALLY ENGAGED with several staff members participating in multiple regional and national professional conferences by speaking, presenting, publishing and organizing.

We are a BUSY office. In AY 11-12:
- 13,819 official transcripts produced
- 5,240 D-Plan changes managed
- 2,106 courses managed and scheduled
- 1,183 student petitions reviewed
- 1,048 degree and enrollment verifications produced
- 248 students studying on non-Dartmouth programs supported
- 40 VA benefit recipients supported
- 1,093 students graduated