Registrar's Office Annual Report 2013 – 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."

HIGHLIGHTS 2012-13:

- Improved the ORC/Catalog format and delivered it online (only)
- Provided leadership and support for the new Faculty policy on AP credit
- Moved classroom scheduling into the Registrar's Office from Computing
- Expanded faculty course assessment reports using a data warehouse
- · Delivered eTranscripts and online transcript ordering for students and alumni
- Revised the transfer term process to support new faculty rules
- · Provided Faculty access to DegreeWorks student records to support advising
- Redesigned the Registrar's Office website to make it more user-friendly
- Promoted 3 senior staff to positions of more responsibility

We are a COMMUNICATIONS office.

• 24% of our work is communications

We are a PROCESSING office.

• 26% of our work is student or course data processing

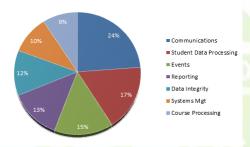
We are a PROJECT office.

We engaged in 10 major technical projects, supported
5 institutional initiatives, and 2 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 and report Veterans benefits data.

Production Activity by Category AY 12-13



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

 M. Braz published an article in AACRAO journal College and University, Vol. 8 No. 2, Fall 2012 as part of their Leadership Series, which was republished in the book Leadership Lessons: Vision and Values for a New Generation, AACRAO, ed. Lonabocker, 2013.

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

We are a BUSY office. In AY 12-13:

- 12,237 official transcripts produced
- 5,520 D-Plan changes managed
- 2,177 courses managed and scheduled
- 989 student petitions reviewed
- 1,984 classrooms assigned for courses
- 2,157 degree and enrollment verifications produced
- 101 students studying on non-Dartmouth programs supported
- 40 VA benefit recipients supported
- 1,059 students graduated
- 775 classrooms assigned for final examinations