

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

