

# 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.

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

Production Activity by Category  
AY 12-13

