

# Registrar's Office Annual Report 2014 – 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 2013-14:

- Proposed new 4-course legislation passed by Committee of Chairs.
- Worked with consultant on design of proposed new class schedule and classroom utilization assessment.
- Re-initiated the special community student program committee and engaged in program review.
- Created a more welcoming reception area.
- Assisted with successful implementation of valedictorian speaker selection process.
- Provided substantial ongoing training and support for academic departments/programs for online major declaration and timetable course submission projects.

### We are a **PROCESSING** office.

- 28% of our work is student or course data processing

### We are a **COMMUNICATIONS** office.

- 26% of our work is communications

### We are a **PROJECT** office.

- We engaged in 8 major technical projects, supported 5 institutional initiatives, and 3 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, and organizing. Additionally, M. Braz continued to consult for other institutions, including American University of Kuwait, Carleton College, and Emerson College.

We are **INVOLVED** widely in the Dartmouth and broader community, serving on **16 standing Dartmouth COMMITTEES**, and many more ad-hoc committees.

### We are a **BUSY** office. In AY 13-14:

- 9,257 official transcripts produced
- 5,123 D-Plan changes managed
- 2,168 courses managed and scheduled
- 921 student petitions reviewed
- 2,028 classrooms assigned for courses
- Over 2,118 enrollment verifications produced
- 88 students studying on non-Dartmouth programs supported
- 38 VA benefit recipients supported
- 1,116 undergraduate students graduated
- 801 classrooms assigned for final examinations

Production Activity by Category  
AY 13-14

