

# Dartmouth College Registrar's Office Annual Report

## Executive Summary 2017-2018

### HIGHLIGHTS 2017-18:

- Participated in the finalization of as the New Requirement language with the Committee on Instruction, and developed an implementation plan in partnership with the COI and Information Technology and Consulting
- Added 38 majors from 19 departments/programs into *DartWorks* so students can now track their major progress towards degree completion
- Updated DCARS (Dartmouth Course Approval Routing System) to simplify the cross-list course approval process
- Released a significant number of reports to academic departments/programs on their reporting dashboards, and developed new reporting dashboards for the Associate Deans
- Maintained a strong focus on high quality service delivery to students and faculty

#### We are an OPERATIONAL office.

- Over 50% of our work centers on academic operations in support of students and faculty

#### We are a COMMUNICATIONS office.

- 35% of our work is communications

#### We are a PROJECT office.

- We engaged in 7 major technical projects, supported 1 institutional initiative, and 3 internal projects

#### We are a REPORTING office.

- We provided over 60 ad-hoc reports for departments, programs, faculty members, and deans
- We reported student enrollment data to the National Student Clearinghouse and Veterans benefits data to the Veterans Administration
- We delivered research data to faculty from the student data warehouse

We are **PROFESSIONALLY ENGAGED** with several staff members participating in multiple regional and national professional conferences by speaking, presenting, and organizing. Additionally, M. Braz served as AACRAO's Vice President for Leadership and Management Development, and J. Sinclair sits on AACRAO's Public Policy Advisory Group.

We are **INVOLVED** widely in the Dartmouth and broader community, serving on 9 standing Dartmouth COMMITTEES, and many more ad-hoc committees.

#### We are a PRODUCTIVE office. In AY 17-18:

- 8,691 official transcripts produced
- 4,858 D-Plan changes managed
- 2,140 courses managed and scheduled
- 817 student petitions reviewed
- 2,074 classrooms assigned for courses
- 2,215 enrollment verifications produced
- 118 students studying on non-Dartmouth programs supported
- 59 awards made to VA benefit recipients
- 1,146 undergraduate students graduated
- ~22,500 registrar account emails answered