

# Dartmouth College Registrar's Office Annual Report

## Executive Summary 2015-2016

### HIGHLIGHTS 2015-16:

- Finalized the new schedule of classes which took effect summer term 2016
- Implemented an initiative to track, prioritize, survey, and assess our delivery of student and faculty services
- Provided departments/programs with standardized data warehouse reports on dashboards to facilitate their operations
- Supported faculty research with data to help them improve their teaching
- Developed data warehouse reports to improve Registrar operational functions and end office dependencies on outdated technologies (VMS, TrueBasic)

#### We are an **OPERATIONAL** office.

- 51% of our work focuses on academic operations in support of students and faculty

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

- 28% of our work is communications

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

- We engaged in 13 major technical projects, supported 3 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 reported student enrollment data to the National Student Clearinghouse and Veterans benefits data to the Veterans Administration.
- We delivered research data to faculty using 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 serves as AACRAO's Vice President, Leadership and Development.

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 15-16:

- 8,112 official transcripts produced
- 5,490 D-Plan changes managed
- 2,099 courses managed and scheduled
- 1,035 student petitions reviewed
- 2,006 classrooms assigned for courses
- 1,838 enrollment verifications produced
- 108 students studying on non-Dartmouth programs supported
- 44 awards made to VA benefit recipients
- 1,078 undergraduate students graduated
- 861 classrooms assigned for final examinations