

On Course

A newsletter of the Dartmouth College Registrar's Office

Volume 1

Issue 3

May 2015

Spring Introduction

Spring has finally arrived and is, as usual, the busiest term of the year. We stage two course elections, summer and fall, run first-year students' D-Plan selections for their upcoming academic program, finalize the sophomore major declaration process, manage the summer and fall terms' transfer term process, and, of course, support seniors who are to be graduated this spring. We really enjoy working closely with students, faculty, and staff to make Dartmouth work.

In addition we continue to make improvements and respond to campus needs with our projects. [DCARS – Dartmouth Course Approval Routing System](#) is up and running! There is now an [ORC New Course Supplement](#) and our work on student access to Course Assessment data is making good progress. We also continue to make slow, steady progress on the student data warehouse as we carefully check data and begin to write reports.

A vision realized—a complete “curricular flow” system

With the launch of DCARS and the *ORC New Course Supplement* as our final curricular flow projects, we now have [a complete system](#) in place. All changes and/or additions to Dartmouth courses now occur within a connected system. This reduces error, redundancy, and time spent throughout the College entering course information and getting it “approved” through Dartmouth’s governance system.

At the heart of the system is Banner, which now serves as the source of all course information. Changes to courses and new courses are added to the Banner catalog using DCARS, which also updates the catalog information in the ORC and New Course Supplement.

The Timetable Application pulls appropriate information from Banner and allows departments and programs to update term-specific information for those courses. That term-specific information then becomes available on the Public and Registration Timetables. And across all these applications, core information such as course title, description, number, and distributive/world culture requirements are maintained uniformly, so there are no differences across systems once changes are approved.

Inside this issue:

Spring Introduction

A vision realized—a complete curricular flow system

DCARS—fast, efficient, no more paper needed!

ORC New Course Supplement

Registrar Activities

Visit [our website](#) for the latest Registrar News and Highlights.

DCARS—Dartmouth Course Approval Routing System—Fast, efficient, no more paper needed!

Since our March 3rd launch of [DCARS](#) we have continued to receive great feedback and work with Computing Services to make key enhancements. Currently we already have 159 courses in DCARS.

Congratulations to Sam Potter in Art History, the first staff member to use DCARS, and without any assistance! Sam also submitted the first cross-list proposal. Special mention to Chris Gex in Government as well, our “super user” who has submitted the most DCARS courses thus far.

“Currently,
we already
have 159
courses in
DCARS”

ORC New Course Supplement—a “home” to view new courses approved after ORC is published

In case you missed our note in the April 6 edition of VOX Daily, we are also pleased to announce that the [ORC New Course Supplement](#) is now available online. Students now have one place to look for these course descriptions (rather than search department/program websites.) All new courses approved since the yearly ORC has been published are listed here. Students and others are encouraged to check the *Supplement* along with the ORC and Timetable when electing courses each term.

Registrar Activities

The department continues to respond to the changing environment in the Registrar and higher education field by restructuring staff positions, reimagining our work, re-engineering processes and learning new technologies. As a result, one outcome is the promotion of several office members in recent months. Congratulations to:

Amy Hunt, promoted to Academic Systems Technology Manager

José Sinclair, promoted to Academic Systems Project Manager

Sal Cania promoted to Assistant Registrar for Systems

Two staff members, Michael Blumenauer, Associate Registrar for Curriculum and Graduation and Amy Hunt, Academic Systems Technology Manager traveled to a DegreeWorks and Ellucian “Banner” conference. They learned about some new improvements to DegreeWorks, and ways that Dartmouth could use it to make it a better experience for students and faculty. At the Banner conference they learned about some upgrades that could enhance the user experience, and a new faculty grading module which is timely given the faculty discussion on grade inflation

Registrar Meredith Braz attended the AACRAO Annual Meeting which is the pre-eminent yearly conference of the Registrar professional association, of which she is currently Vice President for Leadership and Management Development. Some of the key issues discussed at the National level include inclusive campus environments, the “extended” transcript, international education, changes in graduate education, competency-based education, and legislative and regulatory issues, to name a few.