

# Dartmouth College Registrar's Office Annual Report

## Executive Summary 2016-2017

### HIGHLIGHTS 2016-17:

- Implemented an easier, more intuitive major/minor declaration process for both students and faculty
- Began the addition of department/program major requirements into *DartWorks* so that students and advisors may view students' progress towards their degree in full
- Simplified the process to order transcripts and integrated eTranscript AMCAS delivery
- Supported faculty research with data to help them improve their teaching
- Used EMS, a new scheduling software, for the first time to schedule classrooms
- Began implementation of "preferred/chosen" name in Banner for students and faculty members

#### We are an OPERATIONAL office.

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

#### We are a COMMUNICATIONS office.

- 25% of our work is communications

#### We are a PROJECT office.

- We engaged in 9 major technical projects, supported 3 institutional initiatives, and 3 internal projects.

#### We are a REPORTING office.

- We provided over 104 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 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 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 8 standing Dartmouth COMMITTEES, and many more ad-hoc committees.

#### We are a PRODUCTIVE office. In AY 16-17:

- 8,192 official transcripts produced
- 457 courses supported in DCARS
- 2,100 courses managed and scheduled
- 944 student petitions reviewed
- 2,025 sections assigned to classrooms
- 2,497 enrollment verifications produced
- 104 students on non-Dartmouth programs supported
- 48 awards made to VA benefit recipients
- 1,069 undergraduate students graduated
- Nearly 20,000 registrar account emails answered