

Office of the Registrar, St. Olaf College, Northfield, MN
Year End Report, 2008-2009
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June 2009

Overview:

The report below provides a detailed account of the Registrar's Office's work during 2008-2009 and main goals for 2009-2010.

Numbers:

- Refer to the Institutional Research website (<http://www.stolaf.edu/offices/ir/>) for all reports on enrollment, and for other academic reports based on registrar's office data.
- The Senior Profile of the Class of 2009 is available for viewing at:
<http://www.stolaf.edu/offices/doc/facultyminutes/Facultymtgs200809/May2009MotionToGraduateUpdated2.pdf>

In addition:

- 232 petitions to add, drop, or make S/U changes late were processed, generating \$1,340 in petition fees.
- 102 applications for Internships were processed September-May, 2008-09.
- 20 Carleton/St. Olaf inter-registrations were processed.
- 42 course overload petitions were processed. Overloads generated a total of \$33,000 in additional tuition.
- 41 proposals for new courses were processed.
- 13 proposals for adding GE attributes to existing courses were processed.
- Summer School, 2008:
 - 310 individuals completed Summer Term I or II of 2008
 - 132 individuals were registered for Summer Term I, 2008, for 166.75 credits
 - 236 individuals were registered for Summer Term II, 2008 for 237.25 credits
 - 58 students registered for both Summer Terms I and II
 - 17 students dropped courses during Summer Terms I and II
- 29,455 grades were entered by the faculty for the summer of 2008 and fall, Interim and Spring of 2008-09
- 83 WP or WF grades were entered.
- 80 audit grades were entered.
- 55 incompletes from 08-09 are currently in process as of June 1, 2009; 61 others were completed in 08-09.
- 46 grade changes (changes due to faculty miscalculation) were made.
- Approximately 619 non-St. Olaf entries were added to student records, which includes new courses for non-St. Olaf institutions.
- \$42,700.00 in transcript fees were collected as of June 1, 2009 (\$5.00 fee per transcript; \$10.00 rush fee per transcript).
- 7 Veterans Administration students were certified.
- 530 degree verifications were performed on the College's behalf by the National Student Clearinghouse between June 1, 2008 and April 30, 2009. (This type of transaction used to be completed by the Registrar's Office staff.)

- 1,285 students used the Student Self-Service option of the National Student Clearinghouse for enrollment certificates and other purposes (This type of transaction used to be completed by the Registrar's Office staff).
- 19 High School Honors students were accepted and took a course first or second semester.
- 22 continuing education students took courses.
- 19 faculty/staff registered for courses. Eight faculty/staff took a course both fall and spring semesters. One dropped his/her fall course.
- 9 Luther Seminary students took courses.
- 40 post-graduate student teachers enrolled for a ninth semester.
- 54 participators from previous years finished degree requirements and received diplomas.
- 4 post-graduate nursing students continued their studies.
- 156 first-year students were awarded 391 St. Olaf credits based on Post-Secondary Education Option (PSEO) work.
- 397 first-year students and 3 returning students were awarded 1,059 St. Olaf credits based on Advanced Placement /International Baccalaureate work.
- 811 students had or will have Interim and/or semester off-campus coursework added to their records (200 of those students: semester only).
- 80 students had 138 courses from other institutions approved for summer 08-09 or summer 09-10
- 38 preliminary transfer evaluations were completed and 23 new transfer students have paid their first \$300.00 deposit for fall 2009-2010.
- 692 students were certified to graduate with degrees or participate in commencement on May 24, 2009.
- 58 students were graduation participators on May 24, 2009.

Work of the Office:

In 2008-2009, the staff of the Registrar's Office/Academic Advising Center...

- Served in some capacity on the following committees, task forces, and work groups:
 - Bookstore Advisory Committee;
 - CEL Advisory Committee;
 - Curriculum Committee and its subcommittees (Foreign Language (chair), Policy & Planning, New Proposals, Continuing Programs);
 - Dean's Council;
 - Grad Fest Committee;
 - Leadership Group;
 - Pandemic Task Force and Academic Sub-Group;
 - Phi Beta Kappa Members-in-Course Committee (chair);
 - Old Science Renovation Design Team (co-chair);
 - Resource-25 workgroup;
 - Week One Committee;
 - ACM-FaCE Campus Workshop on Academic and Athletic Integration.
- Participated in new faculty orientation presentation and office scavenger hunt and Week One schedule planning workshops;
- Remained professionally active by participating in:

- two office-wide day-long retreats:
 - June 2008: the history of the Registrar's Office, Student Disabilities Services, and the revisions to the GE curriculum
 - January 2009: FERPA updates, imaging update, transfer credit, disseminating new student information, and organizing the workplace (January 2009);
- and a variety of professional conferences:
 - Veterans Administration workshop, Summer 2008;
 - AACRAO Technology Conference, July 2008;
 - UMACRAO, November 2008;
 - North Central Conference of Summer Schools, March 2009;
 - AACRAO national convention, April 2009;
 - National Academic Advising Association (NACADA) conference, October 2008;
 - NACADA region 6 meeting, May 2009.
- Continued clean-up of S-Drive files;
- Continued the procedures manual project;
- Completed the 2009 fiscal year with surplus funds in the operating budget;
- Merged the SIS course files and the catalog process;
- Began preparation for the 2009-2010 catalog in spring 2009;
- Finalized the academic calendars for 2011-12 and 2012-13;
- Completed all the institutional reports required by federal and state agencies, consortia, and so forth; also completed all ad hoc reports requested by individuals and departments.
- Conducted summer pre-registration of new students into the conversations programs and music theory courses, offered pre-registration periods for each term, and processed all drop/add slips and change of registration petitions throughout the year.
- In the summer of 2008, registered first-year students into Religion 121 and GE 111 for the first time using our web-based registration system.
- Completed registration for Interim and Semester II, 2008-2009 and for Semester I, 2009-2010 via the SIS web-based process.
- Collaborated with Professor Dick Brown's Computer Science 263: Ethical Issues in Software Design course to consider the pros and cons of complete summer registration for all new students.
- Offered a varied program of summer school offerings in 2008 and planned for the same in 2009.
- Fulfilled all requirements for appropriate retention of student records.
- Successfully continued full implementation of web-based grading for all terms by faculty.
- Remained compliant with Veterans Administration regulations.
- Assigned faculty advisors to all new students.
- Advised a large number of students at the window, via e-mail, over the phone, and individually about their academic program.
- Advised a large number of prospective and admitted students regarding AP, PSEO, and other transfer credit, and evaluated transcripts of new and continuing students for applicability of transfer credit.
- Performed all the required steps for graduation:
 - Set the class,

- Performed individual senior audits for every member of the class,
- Facilitated students' application to graduate,
- Tracked changes in status,
- Certified majors and concentrations,
- Determined honors,
- Provided names for the Honors Day and commencement programs,
- Ordered diploma covers,
- Distributed diplomas and covers on commencement day.
- Produced all diplomas on site instead of contracting with an outside vendor for the printing. Estimated cost savings: approximately \$4,000.00 compared to ordering diplomas from a vendor.
- Continued successful web-based submission of grades by faculty.
- Began preliminary conversations and information gathering in preparation for implementing document imaging in the future. Completed preparatory steps to be able to begin to image student records during the summer of 2009.
- Remained compliant with FERPA in all office practices.

Goals for 2009-2010:

The main goal of the Registrar's Office for 2009-2010, in addition to the daily work of the office, is to begin the process of document imaging of student records and office documents, beginning with current student records.

The Academic Advising Center intends to offer a logical sequence of advising workshops targeted for new advisors (but open to all), beginning during Week Zero and continuing through the academic year.