# Office of the Registrar

# Annual Report 2022-23

Division of Student Affairs and Enrollment Services

University of Northern Colorado

## Section 1 – Mission, Vision, Goals

**Mission**

In alignment with the mission of the Division of Student Affairs and Enrollment Services and UNC's strategic plan, Rowing, Not Drifting 2030, the Office of the Registrar supports all UNC students in achieving their educational goals and enhances the student experience by delivering centralized, efficient and accurate integrated business services in a welcoming and inclusive environment.

As the steward of academic records, the Office of the Registrar works to ensure the integrity and accuracy of student records in an efficient and effective manner, all while upholding academic policy and ensuring compliance with state and federal regulations.

Office staff pursue their mission to enhance the campus stakeholder service experience and bring about a more informed community around academic and administrative policies and procedures in alignment with the Council for the Advancement of Standards in Higher Education.

**Vision**

The Office of the Registrar seeks to provide exceptional service to students, faculty and staff in supporting the academic mission of the institution.

**Goals**

1. Strengthen position/relationships on campus.
2. Strengthen process effectiveness and efficiencies/ continuous quality improvements.
3. Strengthen technological enhancements and solutions.
4. Strengthen business continuity planning.
5. Improve employee development/Increase expert base.
6. Data accuracy, integrity, and compliance
7. Strengthen federal compliance efforts.

## Section 2 – Points of Pride

1. Office of the Registrar staff launched legislative requirements for HB21-1330 CORE Initiative and HB22-1049 Prohibiting Transcript and Diploma Withholding.

2. Office of the Registrar staff, in conjunction with admissions, financial aid, veteran services and bursar staff, successfully completed the DoD Vol Education Compliance Review.

3. Office of the Registrar staff successfully launched new service tools for students and advisors, which included FERPA Proxy, Degree Works Planner registration/advising training videos and enhanced curriculum workflow forms.

## Section 3 – Assessment/Learning Outcomes, July 1, 2022 – May 31, 2023

**Outcome #1:** Students and advisors will utilize Degree Works Planner to improve academic advising and support course management.

**How is it connected to the SAES Guiding Principles?** Principle One. The Office of the Registrar will offer advising/registration tools to support efficient and effective service to students and advisors to promote persistence and timeliness to graduation.

**What are you measuring?** The number of students who utilize/adopt Degree Works Planner.

**What is the evidence?** Monitoring the percentage of UG students using Degree Works Planner.

**What is the result?** More than 90% of UG students have adopted Degree Works Planner in coordination with their academic advisor(s).

**Outcome #2:** Office of the Registrar transfer team will meet with each academic unit on campus to reaffirm and/or update the respective academic unit guidelines needed for team members to review transfer coursework at the 100/200 level on behalf of each unit.

**How is it connected to the SAES Guiding Principles?** Principle Four. The Office of the Registrar Transfer Team engages and collaborates with each academic unit to provide transfer coursework evaluation services on behalf of each unit to ensure timely course evaluation turn around to students and families.

**What are you measuring?** Engagement with each academic unit around guidelines for course evaluation.

**What is the evidence?** Documented meeting notes and supported transfer course evaluation guidelines provided by each academic unit.

**What is the result? 1**00% participation and engagement of RO Transfer Team members and academic units.

**Outcome #3:** Office of the Registrar staff will routinely monitor, evaluate and refer needed policy changes, updates, additions, deletions, etc., in collaboration with various faculty committees.

**How is it connected to the SAES Guiding Principles?** Principle Four. The Office of the Registrar leadership routinely submits policy narrative updates/edits to the Academic Policies Committee, the Liberal Arts Council, the Graduate Council, and/or the UG Council for clarity, additions, etc.

**What are you measuring?** Successful approval of policy additions/changes/deletions to the various faculty committees.

**What is the evidence?** Policy approvals: Grade Submission, Grade Replacement, Late Add Registration, CORE Initiative, Retroactive Degree Conferral, etc.

**What is the result?** Successful passing of policy submissions by APC.