

## Annual Assessment Report: Registrar's office (2013-14)

### Executive Summary

The Registrar's office has been working on improving the quality of services it provided to the Wells committee. We take into account feedbacks that have been directed to us in order to improve our services. We make every effort to facilitate the student learning experience and outcome by assisting among many things, in course selection, degree audit and graduation.

For the upcoming year, we really would like to see improvement on the transcript delivery system. We hope to be able to deliver transcript electronically, continue to improve the degree audit system, communicate with Faculty and student to make sure that deadlines are taken seriously and respected. We believe that nothing should justify late grade submission from Faculty or missing withdraw deadline for students.

### A summary of the Registrar's office annual Assessment Review and Planning meeting.

The Registrar and the Assistant Registrar meet regularly and as necessary to address concerns from the community. We meet regularly throughout the academic year to address specific issues, and also to discuss some of our policies on specific cases as discussed in different committees such as Academic Standing and Advising, and Curriculum.

We assess the effectiveness of our academic-related services to both students and faculty in order to determine how we can improve them.

During the past year, we have expressly worked on improving our service in the following areas:

- Preparation and dissemination of the new class meeting times.
- Preparation and dissemination of the new minors.
- Preparation of the New York State application for new majors.
- Preparation and dissemination of curricular materials for faculty to propose new courses, make changes to majors/minors/courses. We have new forms for curricular changes.
- Preparation of the course schedule and registration.
- Maintenance of students' academic records to insure that they are safe and accurate.
- Progress report for Junior students to help them in the planning of their educational goals.
- Improvement of our degree audit form to make sure that it indicates clearly what is required and what is lacking.
- Preparation and dissemination of degree audits, certification for graduation.
- Provide a friendly registration experience and assist students in the petitioning process for special circumstances.
- Preparation and dissemination of the final exam schedule.
- Student schedule maintenance (drop/add, withdrawal, petitions, etc.).

- Input of OCS grades for Wells and non Wells students.
- Preparation of student transcripts for faculty advisors, current students and alumni.
- Preparation of student credit evaluations, posting of transfer credit.
- Evaluating and recording other types of advanced standing credit (AP, IB, CLEP, etc.).
- Annual revision of the college catalog.
- Determination and posting of academic standing and honors; preparation of the “Registrar’s List” for review by ASA.
- Determination and posting of the Dean’s list.
- Veteran’s Affairs certifications.
- Institutional research functions, including completion of IPEDS (federal), NYSED (state) reports, as well as various other reports and surveys.
- Timely publication of the enrollment and cohort retention statistics.
- Instant transcript evaluation for Transfer students.

The group’s plan for what it will focus on in the upcoming year.

In addition to constantly improving our service to the community, the Registrar’s office will focus on the following areas:

**Electronic Transcript**

For the upcoming year, we will really like to deliver our transcript electronically. We hope that by September 2014, it will be possible to request the transcript thru the Student Clearinghouse, but also to have the transcript delivered electronically.

**The Degree audit process**

We will continue to work on the degree audit process to make sure that each member of the senior class understands where they stand in the beginning of their academic year. Our goal is to make all audits error-free.

**Transfer equivalency chart for Transfer students**

We will provide Admissions office with transfer equivalency charts for community colleges in the area.

N. Andre Siamundele, Registrar