



BROWN UNIVERSITY OFFICE OF THE REGISTRAR ANNUAL REPORT

The mission of the Office of the Registrar is to support the instructional activities of Brown University by providing essential enrollment, curricular, and student record services to the entire campus community with the highest degree of accuracy. We accomplish this by serving as custodian of all student records in accordance with university policies and government statutes as well as managing the student information system for all areas related to enrollment/registration, course information and scheduling, grading/transcript production, and ultimately degree clearance and certification.

The Office of the Registrar strives to utilize technology-based solutions when possible to increase efficiencies and data integrity in these critical areas as well as support the overall needs of the academic community.



2015-2016

COMMITTEE WORK

INTERNAL WORK

- REGISTRAR'S OFFICE-COMPUTING AND INFORMATION SERVICES

STEERING COMMITTEE

- COLLEGE CURRICULUM COUNCIL (CCC)
- CCC EXECUTIVE COMMITTEE
- COMMITTEE ON ACADEMIC STANDING (CAS)
- CAS EXECUTIVE COMMITTEE
- INSTITUTIONAL DATA COMMITTEE
- BANNER GENERAL COMMITTEE
- DATA PRIVACY AND RECORDS MANAGEMENT GROUP
- INSTITUTIONAL RESEARCH DATA GROUP

EXTERNAL WORK

- AACRAO PROFESSIONAL ACTIVITIES COMMITTEE CHAIR
- NATIONAL STUDENT CLEARINGHOUSE ADVISORY COMMITTEE
- PARADIGM ADVISORY COMMITTEE
- AAU REGISTRAR'S DATA SURVEY GROUP
- ELLUCIAN STUDENT ADVISORY GROUP

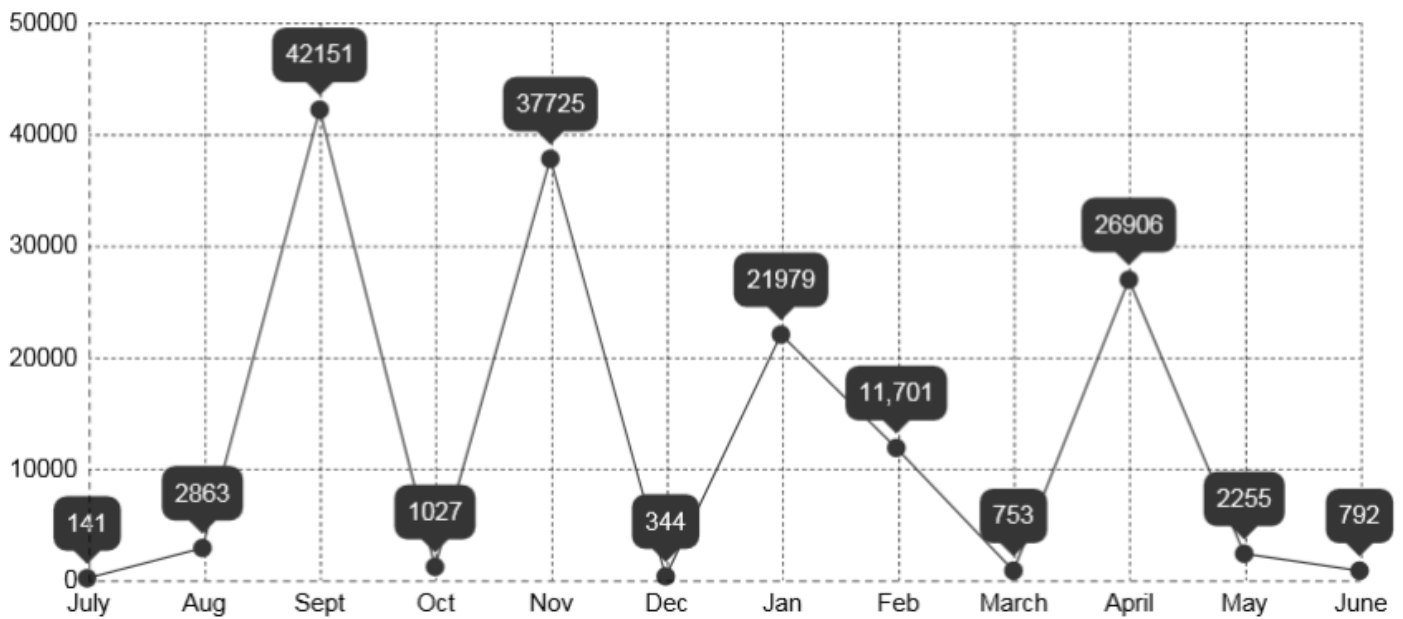
STAFFING CHANGES AND PROMOTIONS

SHERRY GUBATA- SENIOR ASSISTANT REGISTRAR FOR SYSTEMS
MANAGEMENT (JULY 2015)

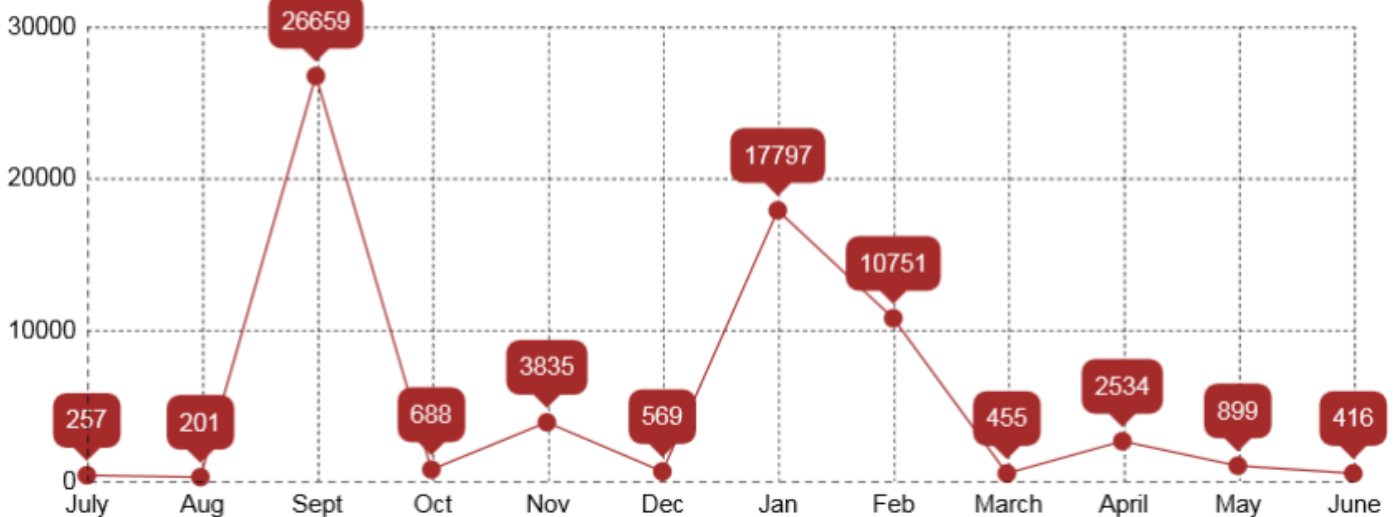
ENROLLMENT SERVICES

Most registration transactions are done online. The Office of the Registrar processes registration transactions when Self-Service is closed or when students need more specialized assistance. What follows is the aggregate regardless of method.

Registration Adds

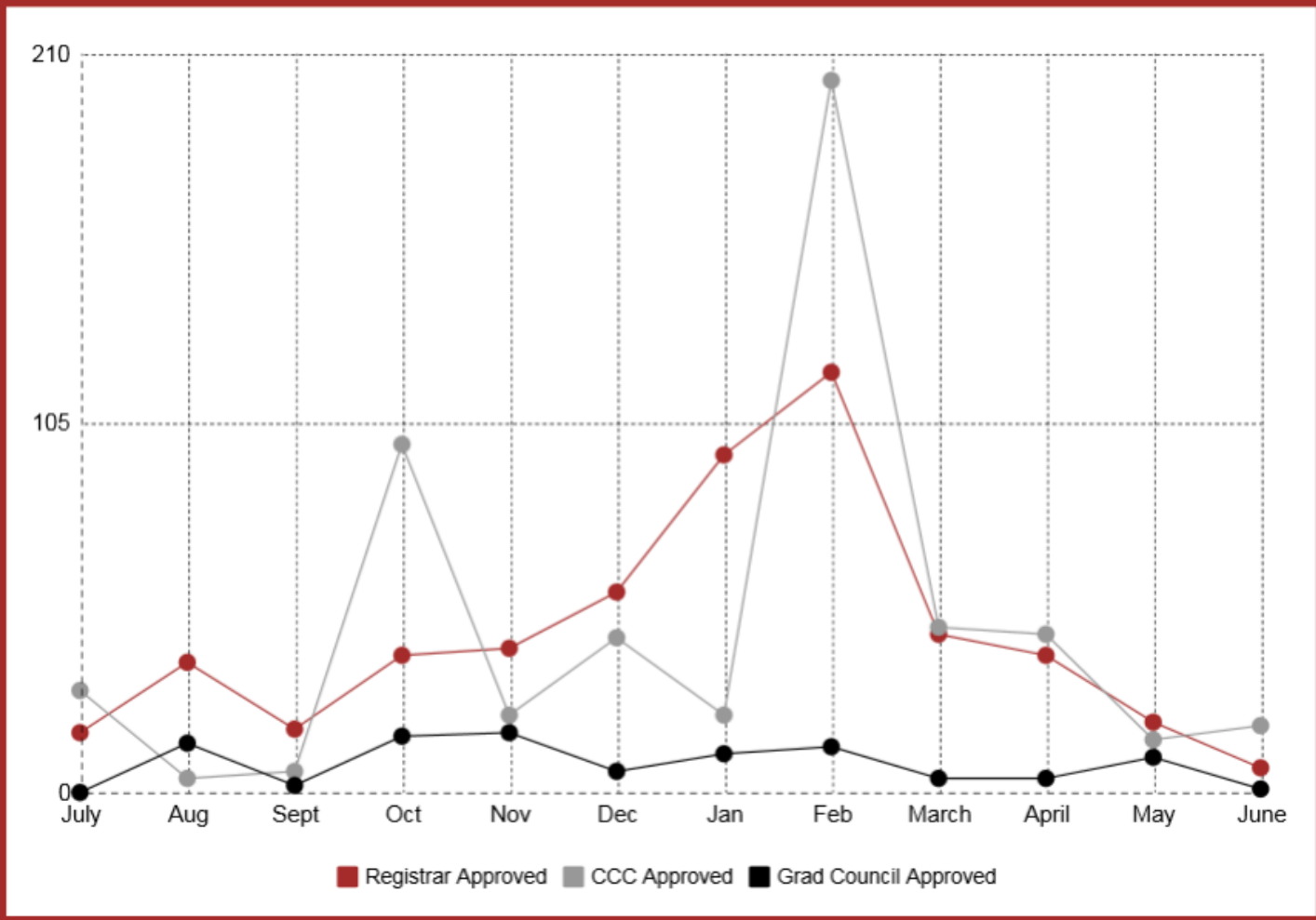


Registration Drops



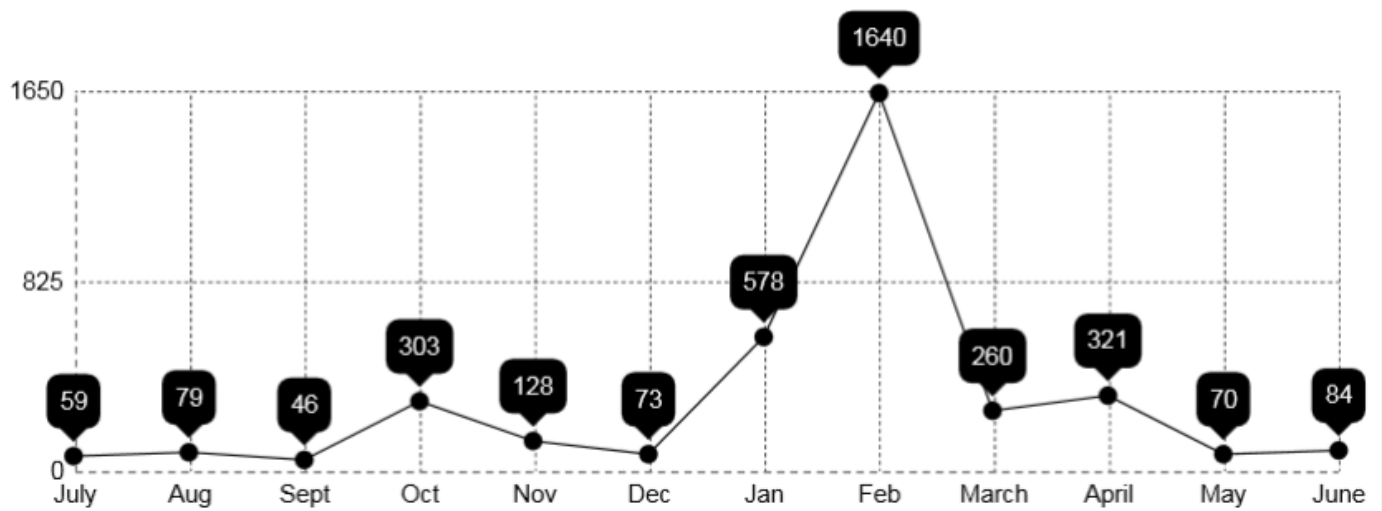
COURSE MAINTENANCE

The Office of the Registrar coordinates the course proposal process for all new and modified courses. New courses taught by voting faculty are "fast-tracked" by the Office of the Registrar. All others are routed to the College Curriculum Committee (CCC) or Graduate Council, as appropriate, for approval.

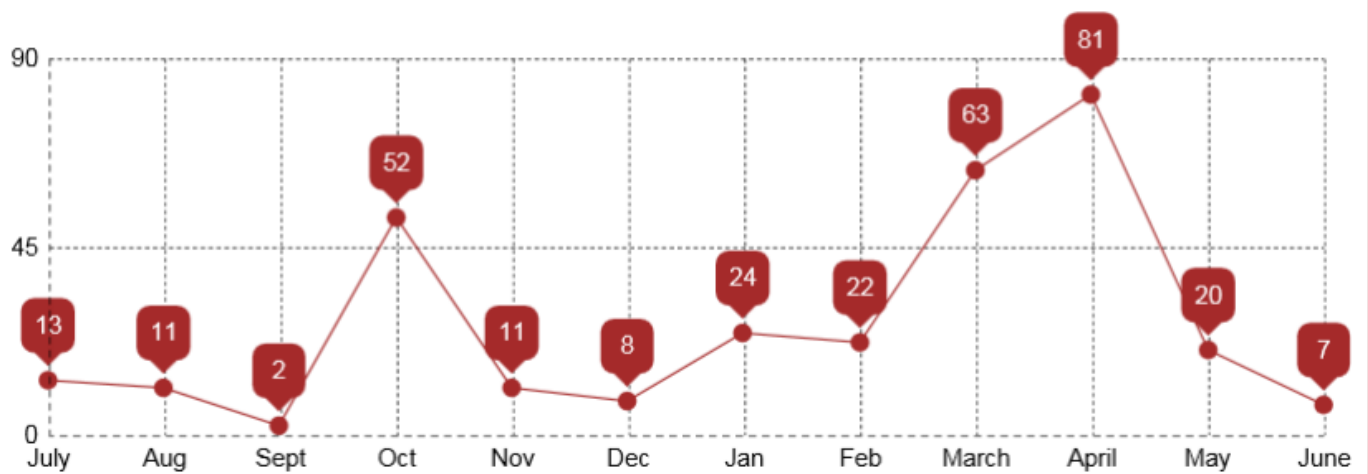


The Office of the Registrar works with the academic departments to create course offerings for the current and upcoming academic years through the Course Offering Builder.

Approved Courses

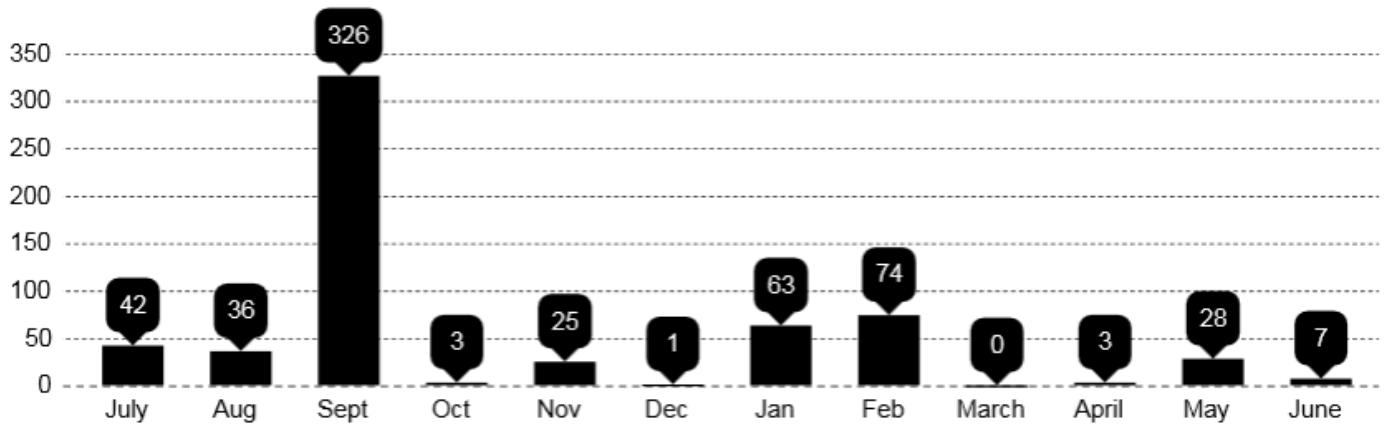


Cancelled Courses

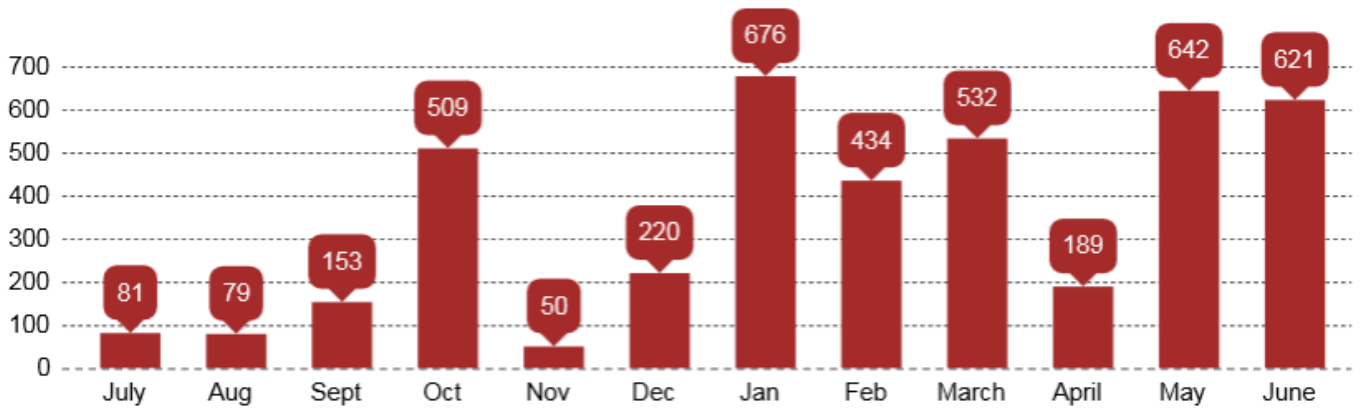


STUDENT RECORD TRANSACTIONS

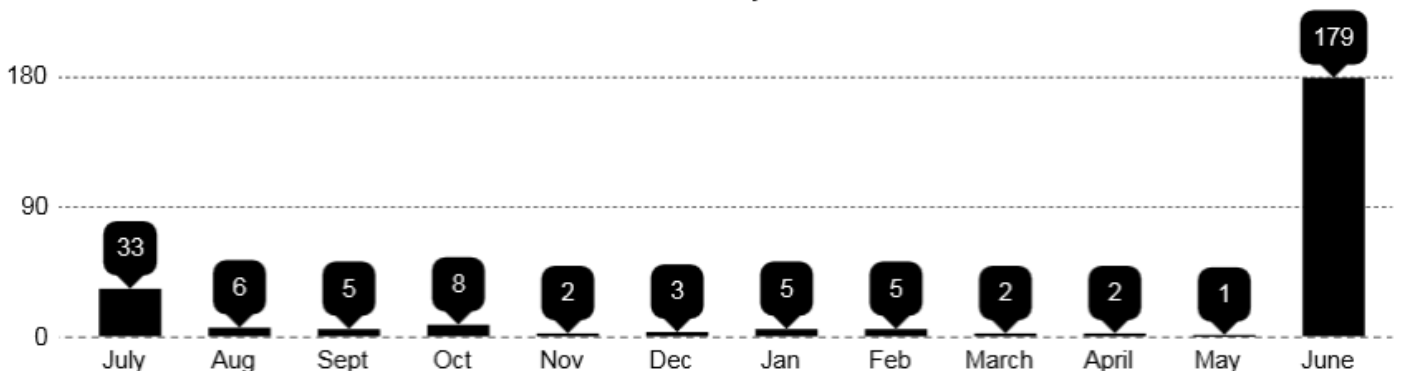
Processing of Non-Degree Students

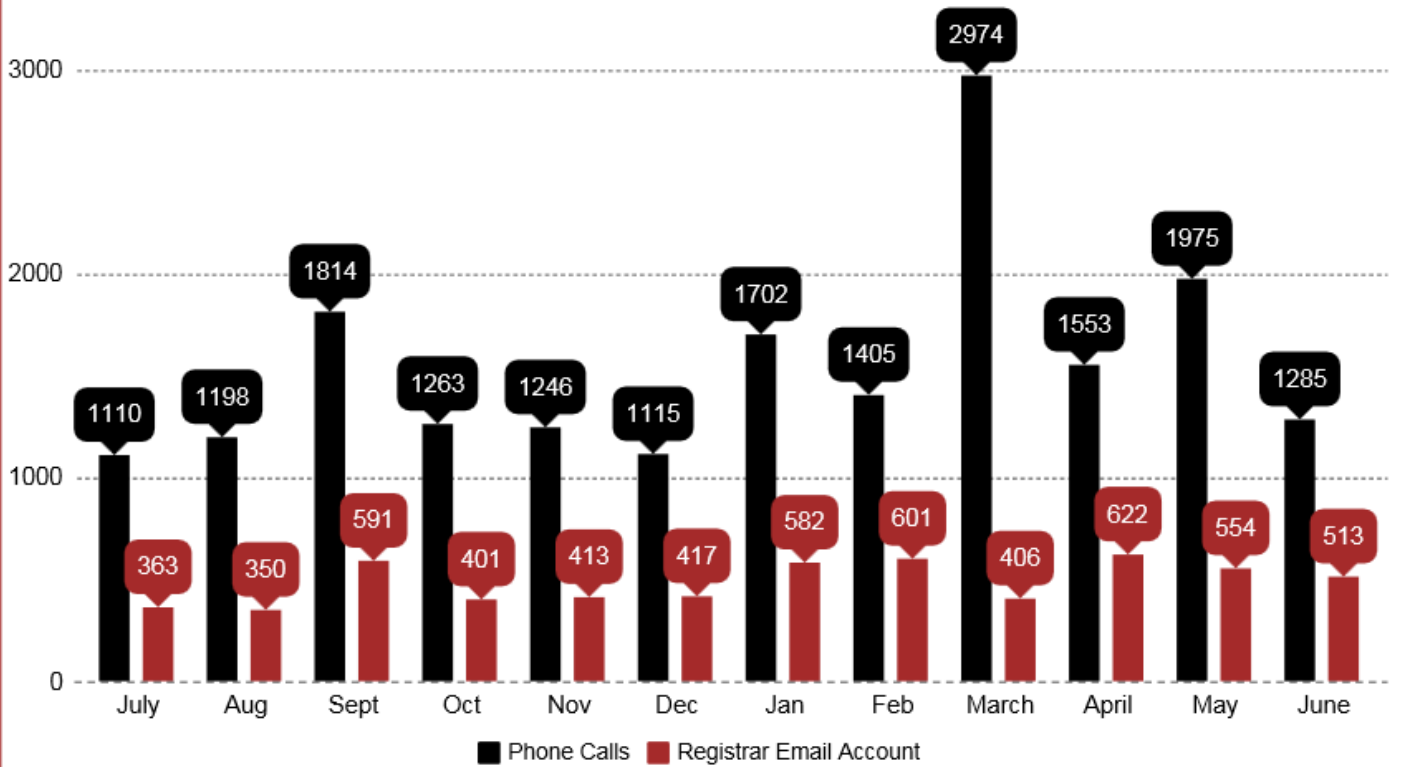
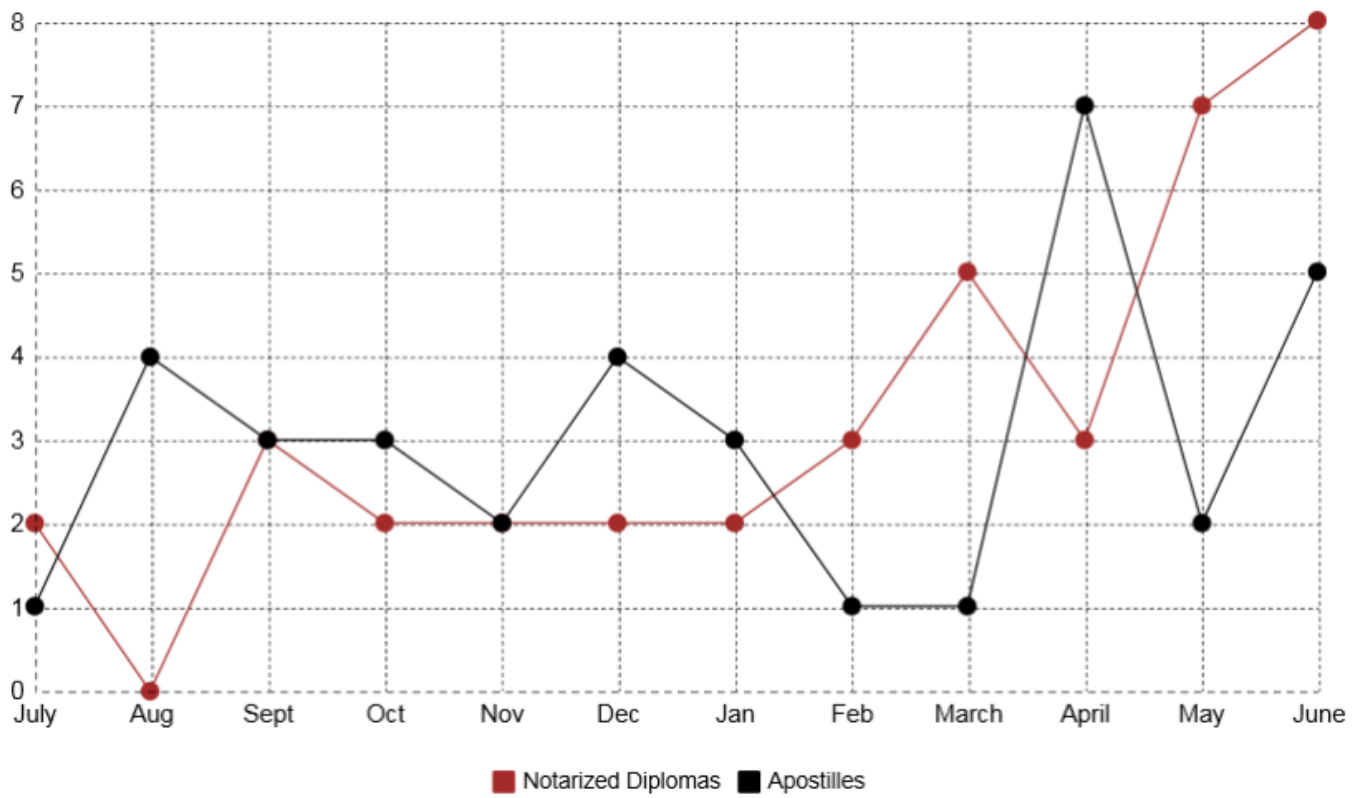


Grade Changes

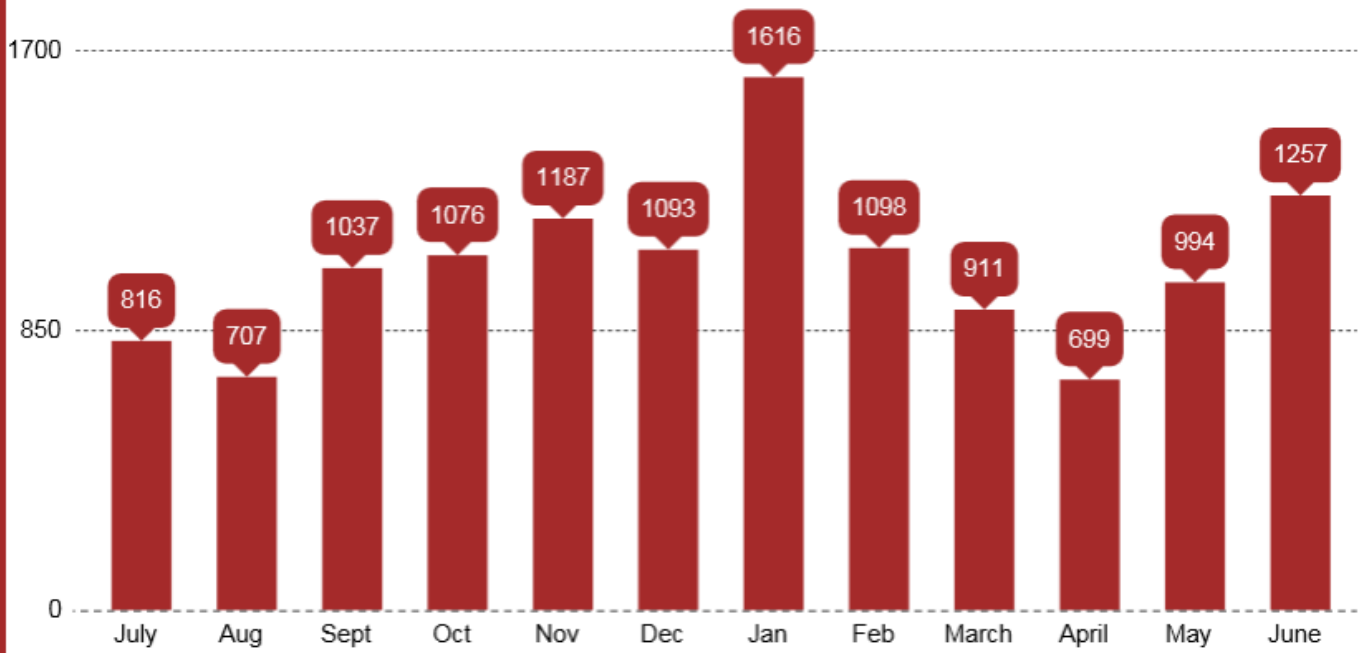


Electronic Diplomas

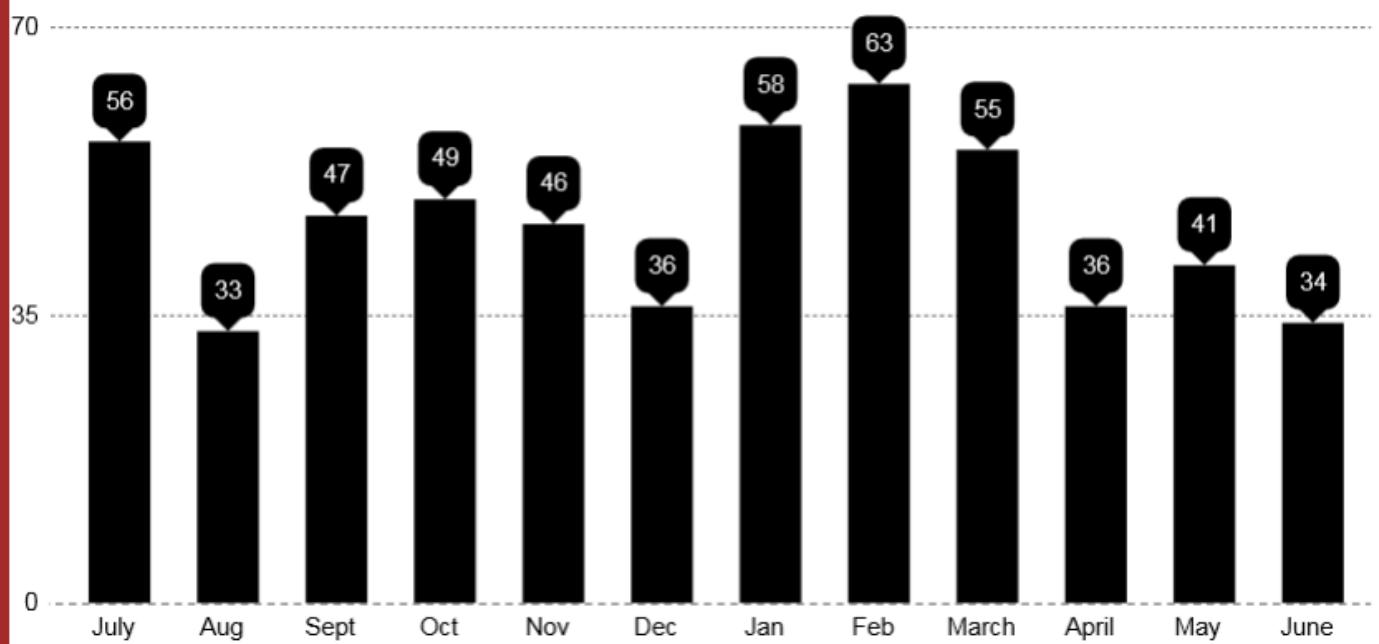




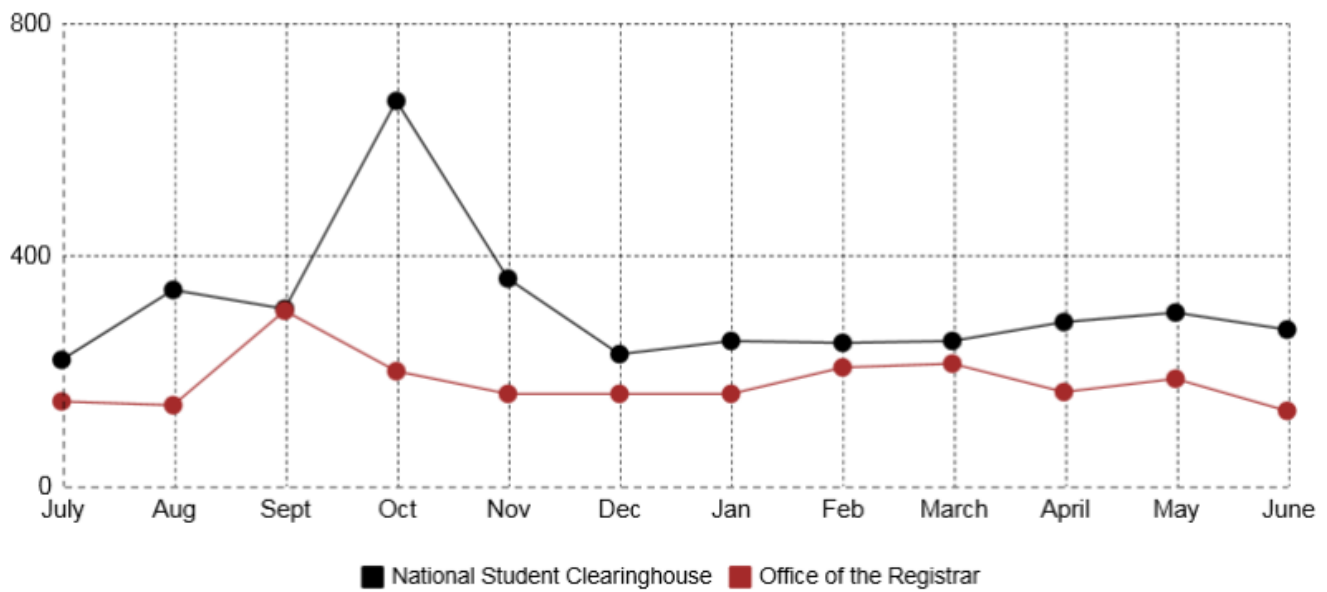
Transcripts - National Student Clearinghouse



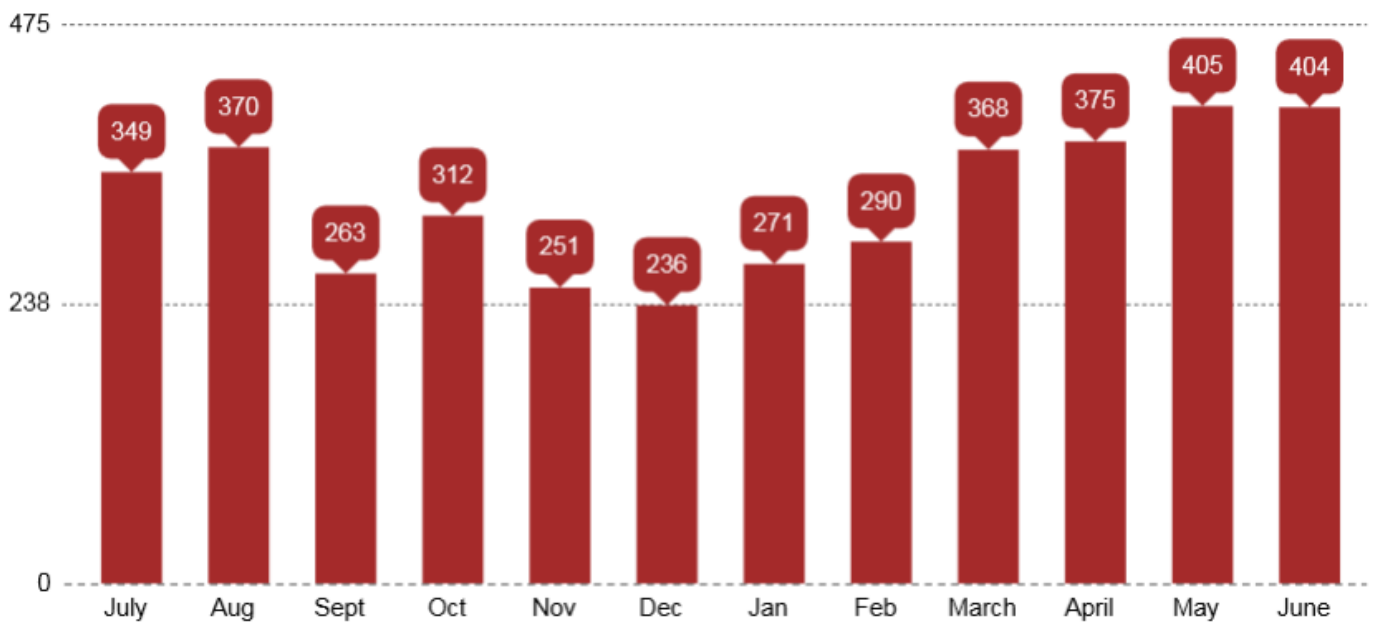
Transcripts - Office of the Registrar



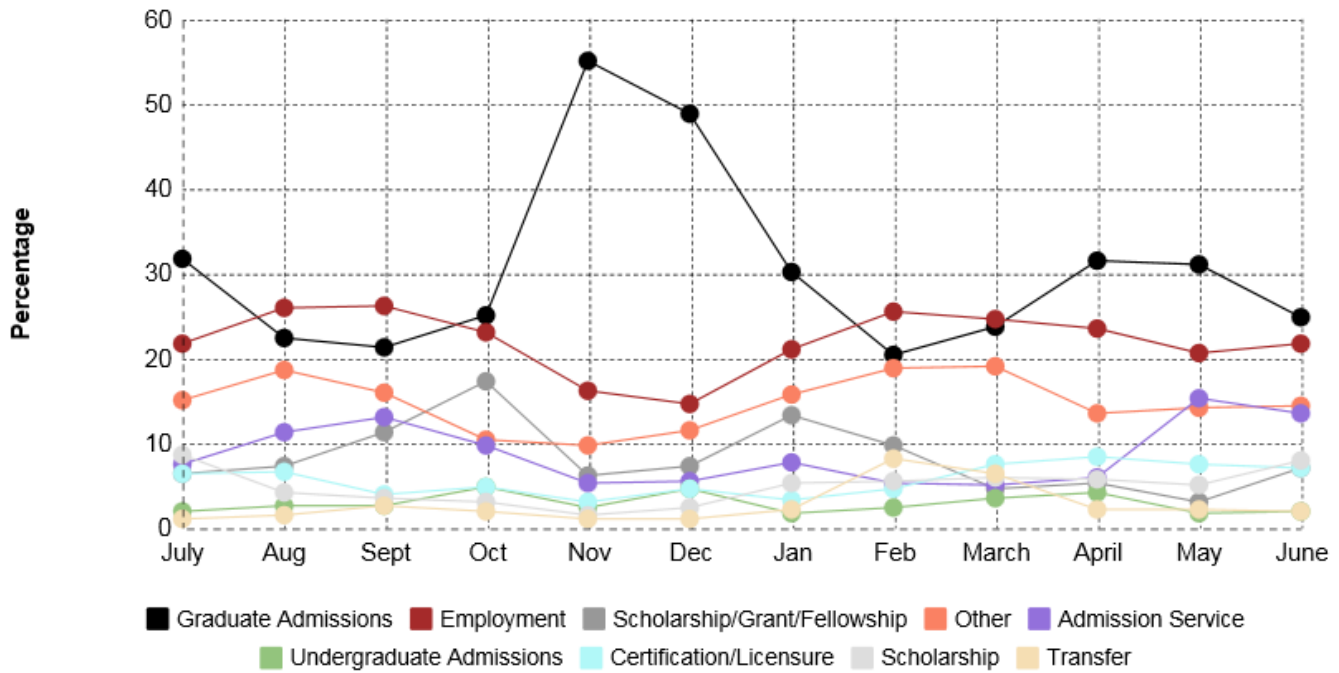
Enrollment Verifications



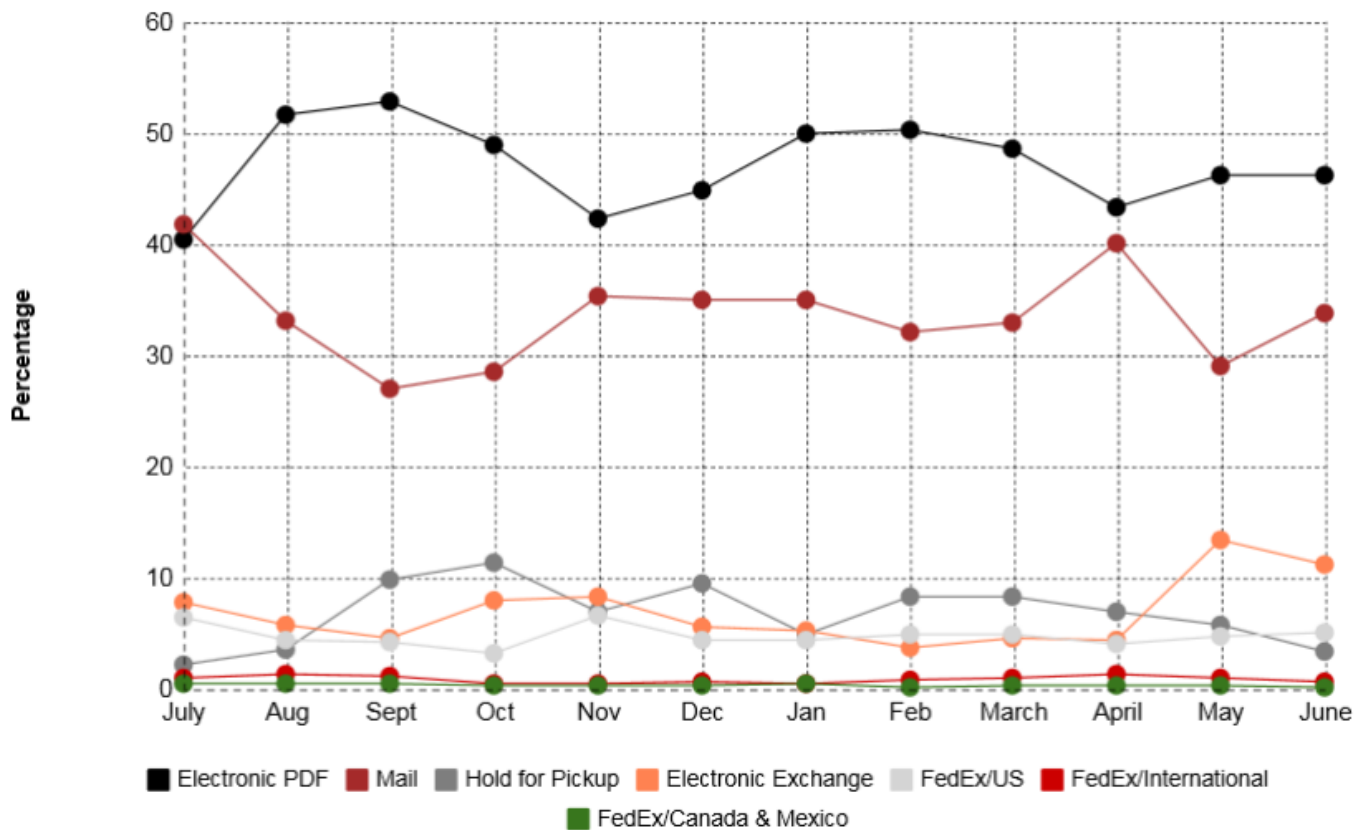
Degree Verifications - National Student Clearinghouse

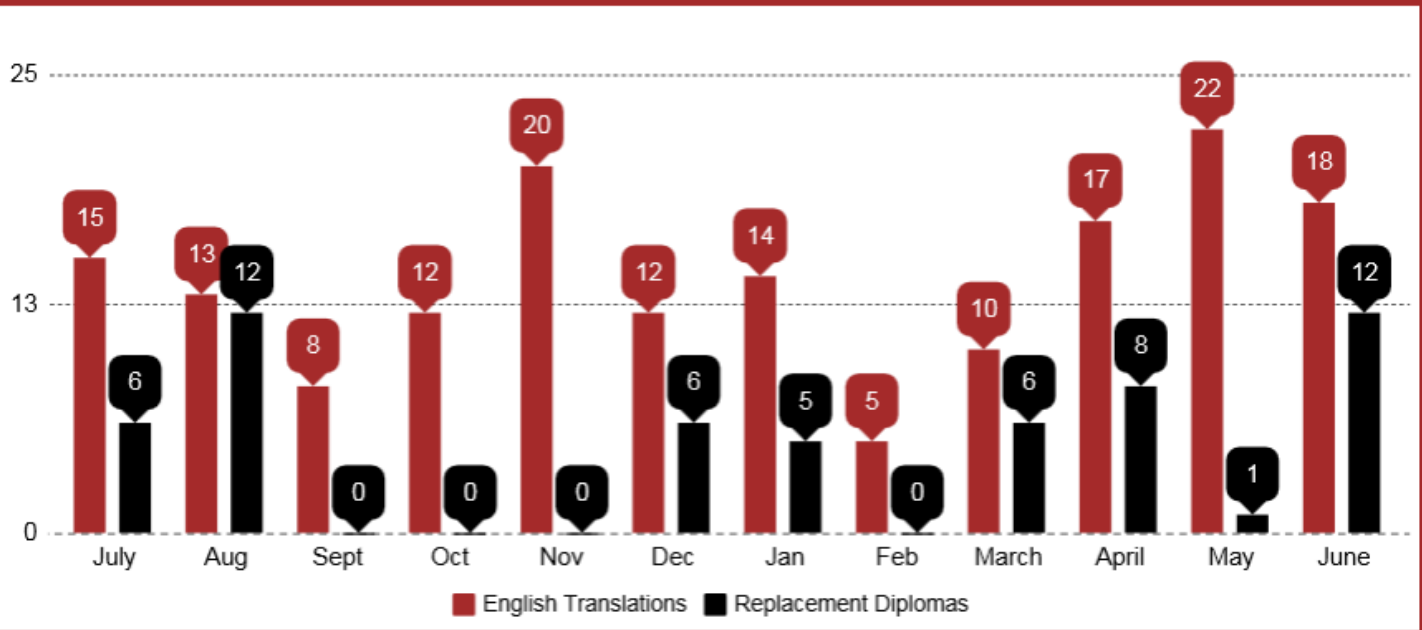


TRANSCRIPT PURPOSE

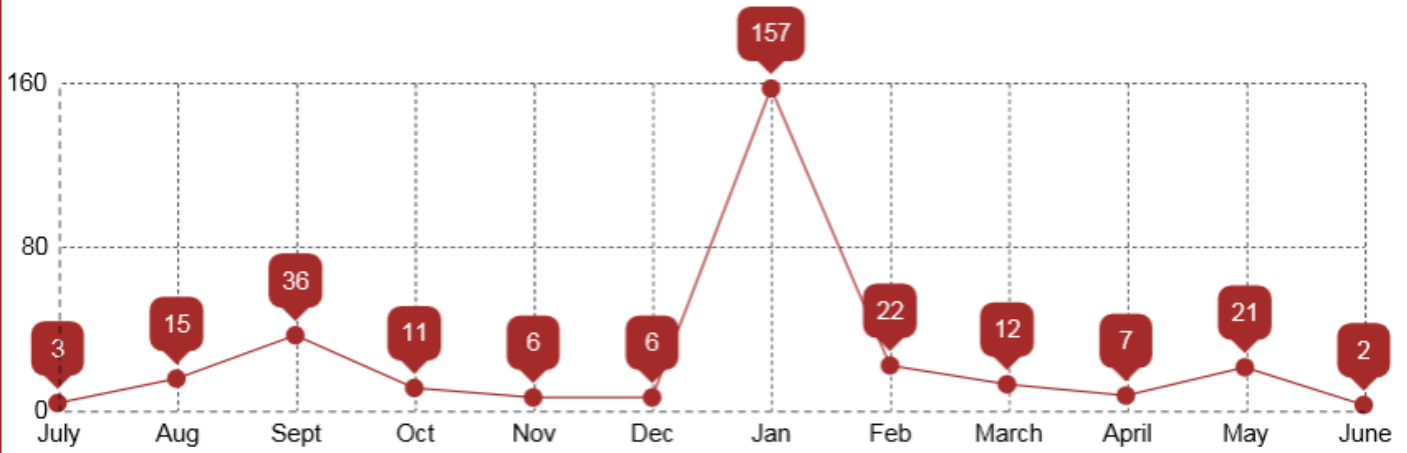


DELIVERY METHOD

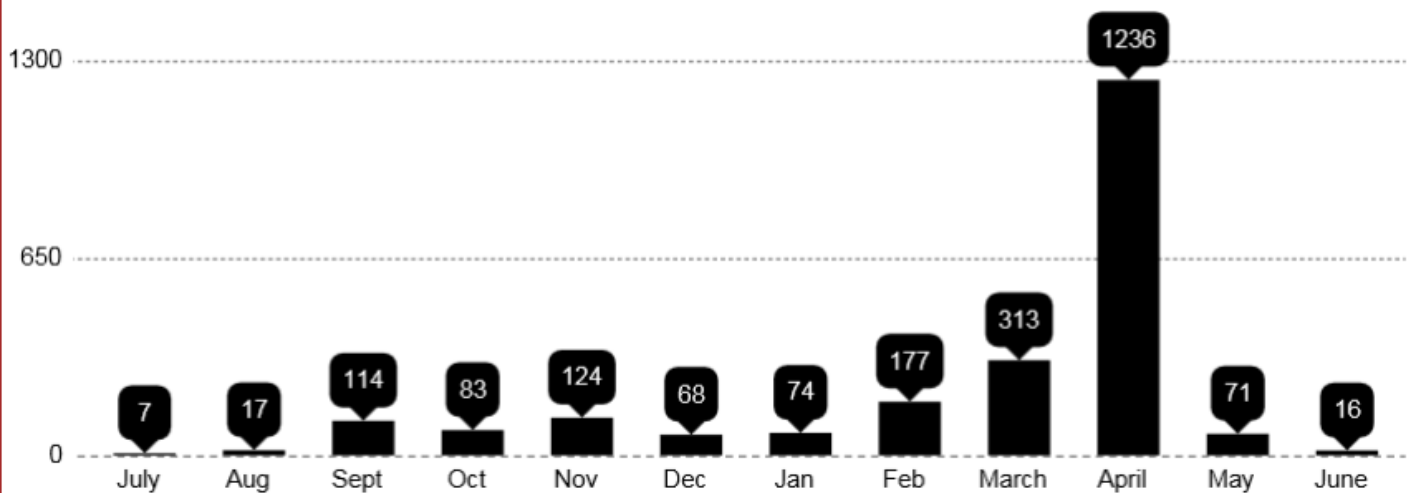


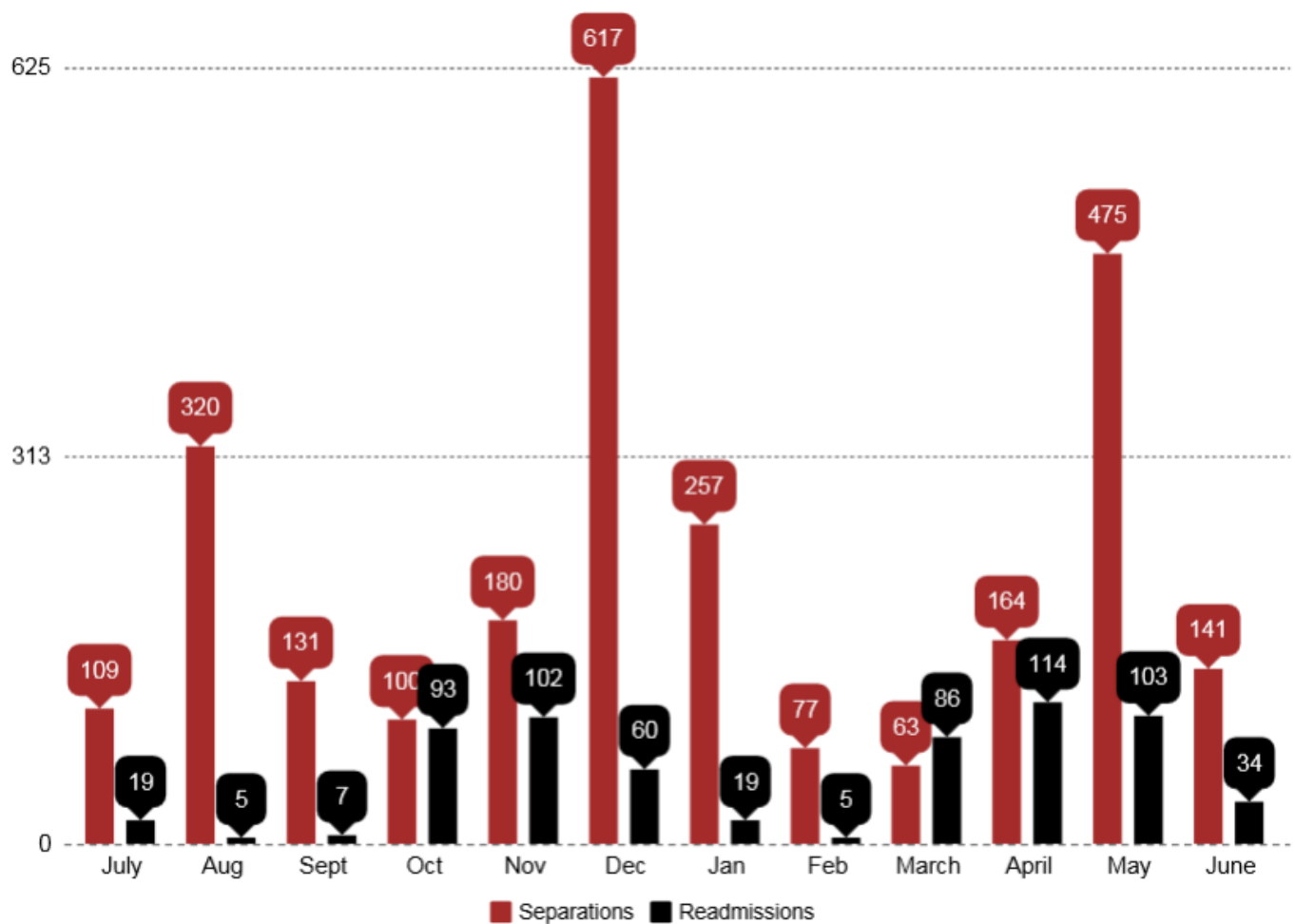
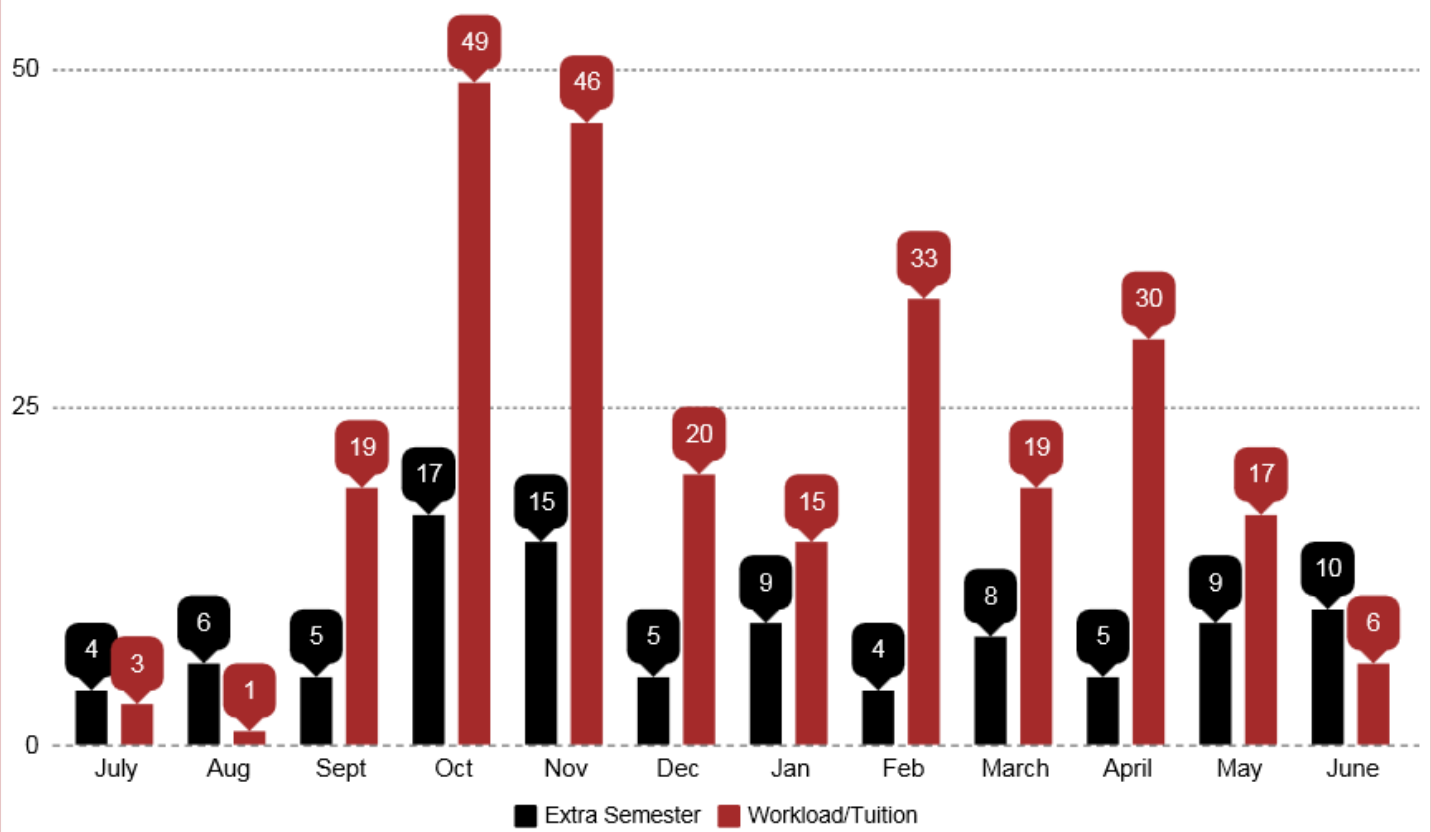


Letters of Completion

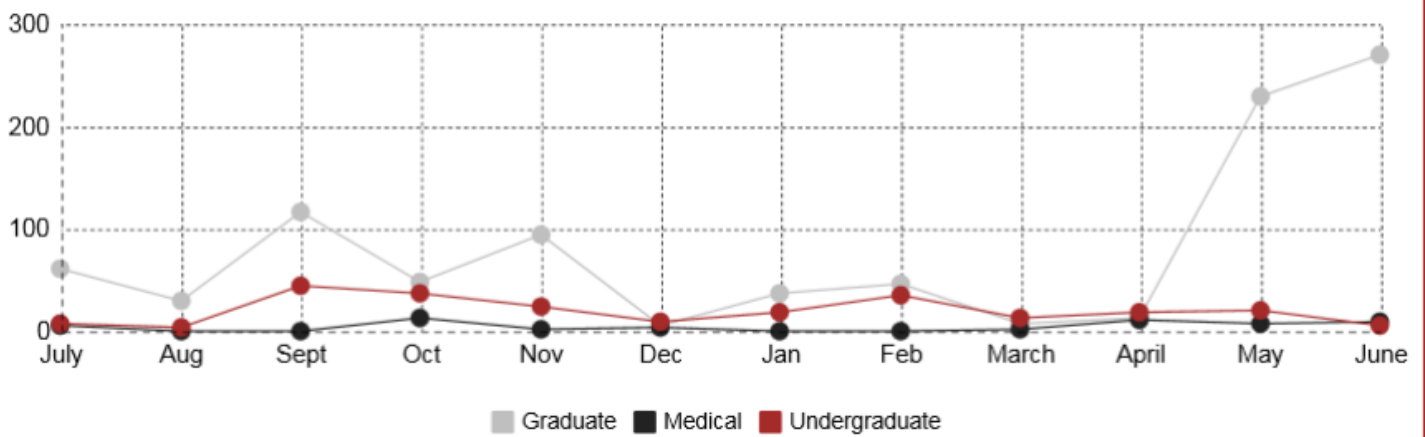


Undergraduate Concentration Changes

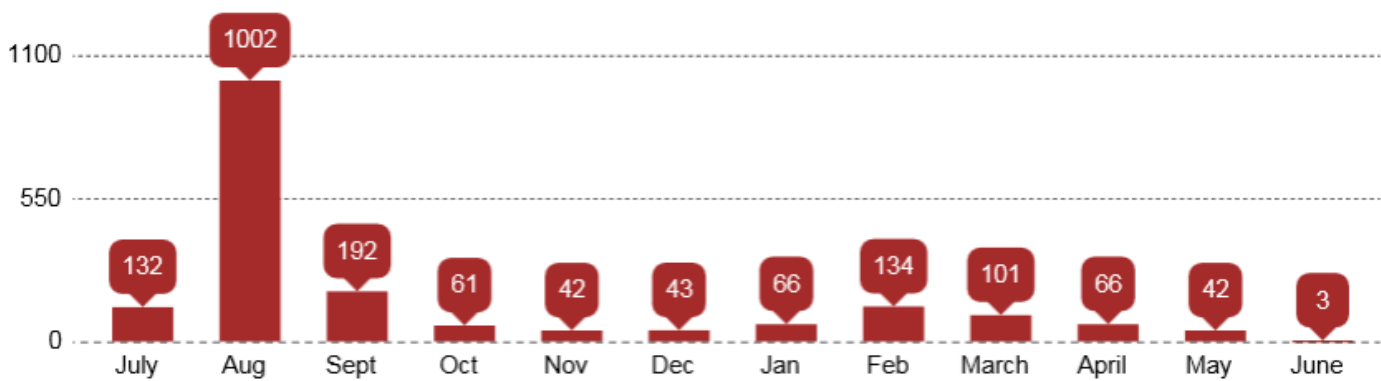




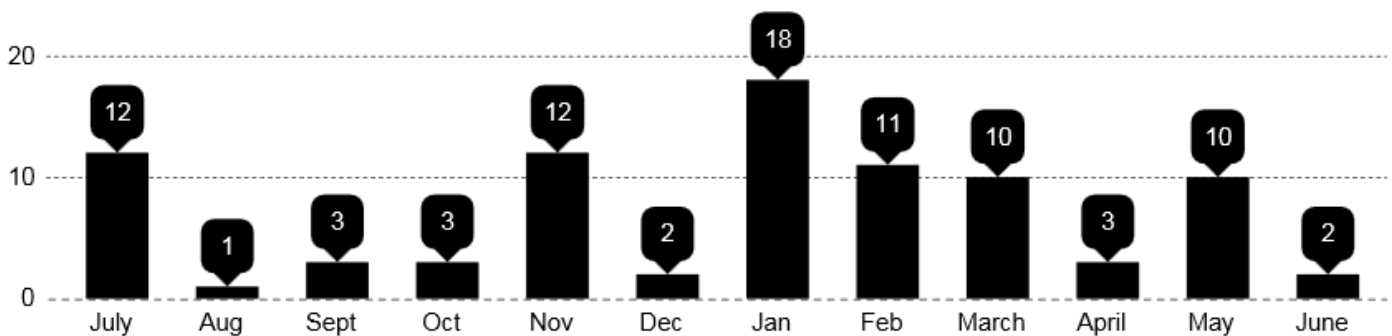
Tuition Changes



Undergraduate Transfer Credit Evaluations

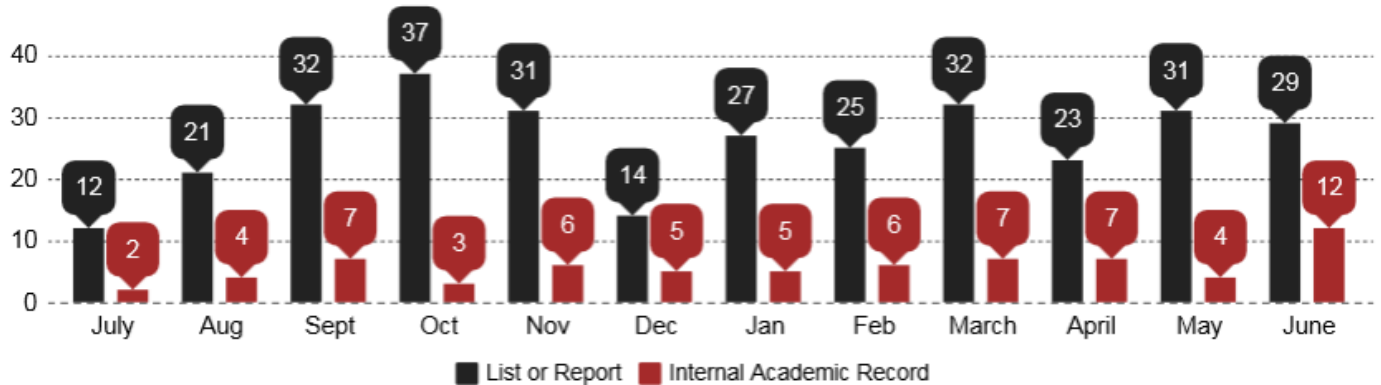


Graduate Transfer Credit Evaluations



SYSTEMS PROJECTS

Data Requests



COMPLETED SYSTEMS PROJECTS

I. COURSE AT BROWN (C@B) - ROB FITZGERALD & SHERRY GUBATA, PROJECT LEADS, 12 MONTHS (STILL ONGOING)

- C@B WAS CO-DEVELOPED WITH THE UNIVERSITY BULLETIN'S VENDOR (COURSELEAF) TO PROVIDE A NEW UNIFIED USER INTERFACE TO SEARCH FOR COURSES, SECTIONS AS WELL BUILD REGISTRATION PLANS FOR BROWN DEGREE CANDIDATES. THE APPLICATION REPLACED MULTIPLE REDUNDANT SYSTEMS AND TIES DIRECTLY TO BANNER REGISTRATION AND STUDENT DATA. ONGOING DEVELOPMENT CONTINUES BUT THE SYSTEM IS NOW THE SUPPORTED METHOD OF ACCESSING PUBLIC AND SECURE COURSE INFORMATION AT THE UNDERGRADUATE AND GRADUATE LEVEL.

2. PASSPHRASE- SHERRY GUBATA, PROJECT LEAD, 8 WEEKS

- THIS PASSPHRASE IS A UNIQUE PHRASE CREATED BY THE STUDENT THAT THE ACADEMIC DEANS IN THE COLLEGE MAY USE TO DISCUSS THEIR RECORD WITH AN AUTHORIZED INDIVIDUAL WHO KNOWS THAT PASSPHRASE. THE PASSPHRASE ACTS AS CONSENT BY THE STUDENT TO DISCUSS THEIR ACADEMIC SITUATION, ETC. WITH A THIRD PARTY WHO KNOWS THE UNIQUE PASSPHRASE WHEN REQUESTED BY A DEAN.

3. AUTHORIZED EMAIL- SHERRY GUBATA, PROJECT LEAD, 8 WEEKS

- IF A STUDENT IN THE COLLEGE WISHES TO HAVE THEIR PARENT/GUARDIAN RECEIVE NOTIFICATIONS ABOUT ACADEMIC STANDING ACTIONS THEY CAN SET AN INDICATOR ON THE PARENT/GUARDIAN EMAIL IN BANNER SELF SERVICE.

4. PROXY – ALANNA SILBERMAN, PROJECT LEAD, 12 WEEKS

- STUDENTS CAN NOW GRANT ACCESS TO CERTAIN ASPECTS OF THEIR RECORDS TO OTHERS. THEY NOW HAVE THE ABILITY TO ESTABLISH THIRD PARTIES AS A 'PROXY' IN BANNER SELF SERVICE TO SHARE THEIR INTERNAL ACADEMIC RECORD.

5. DOCUMENT TYPES IN COMMON APPLICATION – CHRIS BEATTIE, PROJECT LEAD, 4 WEEKS

- ADDED THE DOCUMENT TYPES (COURSE LOAD REDUCTION AND EXTRA SEMESTER PERMISSION) TO THE BANNER STUDENT COMMON APPLICATION.

6. CE DIPLOMAS – CHRIS BEATTIE, PROJECT LEAD, 16 WEEKS

- THE CERTIFIED ELECTRONIC DIPLOMA (CEDIPLOMA) IS AN OFFICIAL, PORTABLE AND VERIFIABLE ELECTRONIC VERSION OF A STUDENT'S DIPLOMA. THIS CAN HELP TO EXPEDITE THE VERIFICATION PROCESS FOR POTENTIAL EMPLOYERS AND OTHER THIRD PARTY.

7. ODS UPGRADE – 2 WEEKS

- RAN VARIOUS REPORTS IN COGNOS TO SEE IF THEY RAN AS EXPECTED. REPORTED SUCCESSFUL AND UNSUCCESSFUL REPORTS THAT USE REAL-TIME DATA AND USER-DEFINED SQL. MADE CHANGES IN BANNER TO MAKE SURE THEY REFLECT APPROPRIATELY IN COGNOS.

8. GRADE CHANGE FUNCTIONALITY – SHERRY GUBATA, 9 WEEKS

- ENHANCEMENT TO ENABLE FACULTY TO MAKE CHANGES TO FINAL GRADES AFTER THEY HAVE ROLLED TO ACADEMIC HISTORY THROUGH A CUSTOM LINK IN BANNER SELF SERVICE.

9. WRIT FUNCTIONALITY- CHRIS BEATTIE, PROJECT LEAD, 11 WEEKS

- THERE ARE TWO WRIT GRADUATION REQUIREMENTS THAT ARE PASSED BY PASSING A COURSE WITH A LITR, COLT, OR ENGL SUBJECT COURSE, OR WITH A SCHEDULE ATTRIBUTE OF WRIT.
- IT IS NOW MUCH MORE EFFICIENT AND LOGICAL TO HAVE THE WRIT REQUIREMENT SET TO SATISFY INTERNALLY WITHIN BANNER RATHER THAN A FEED THROUGH ASK.

10. ADVISORS FROM ASK- CHRIS BEATTIE, PROJECT LEAD, 9 WEEKS

- CONCENTRATION ADVISORS WILL NOW ONLY COME FROM ADVISING SIDEKICK (ASK) INSTEAD OF BEING MAINTAINED BY THE REGISTRAR'S OFFICE. DESIGNED WEEKLY FEED OF CONCENTRATION ADVISORS AND CREATED REGISTRAR-MAINTAINED DEPT ADVISOR TYPE.

11. ADJUST MAX HOURS- CHRIS BEATTIE, PROJECT LEAD, 2 WEEKS

- THIS PROCESS WILL LOOK FOR UNDERGRADUATE STUDENTS ON SERIOUS WARNING IN THE UPCOMING TERM AND AUTOMATICALLY ADJUST THEIR MAX HOURS FROM 5 TO 4.

12. CONFIDENTIALITY PAGE- SHERRY GUBATA, PROJECT LEAD, 4 WEEKS

- CHANGED THE CHECKBOX TO RADIO BUTTONS AS THE MEANS FOR MAKING SELECTION OF EITHER CONFIDENTIAL OR PUBLIC AND UPDATE VERBIAGE FOR MORE CLEAR EXPLANATION.

13. CHANGE OF PRELIMINARY TO BACHELORS- CHRIS BEATTIE, PROJECT LEAD, 10 WEEKS

- SET UP BANNER CURRICULUM AND ALL COGNOS REPORTING (RO AND STUDENT DEPARTMENTAL REPORTS) TO ACCOMMODATE THE TRANSITION TO THE NEW PRELIMINARY PROGRAM AND DEGREE CODES PUT INTO PLACE BY ADMISSIONS EFFECTIVE BEGINNING WITH EARLY DECISION DECEMBER 2015. THE NEWS PROGRAM AND DEGREE CODES ARE 'BACHELOR' AND 'BH', RESPECTIVELY. THE DECISION WAS MADE TO NOT RETROACTIVELY REPLACE 'AB' AND 'SCB' PRELIMINARY CODES ON EXISTING RECORDS, BUT INSTEAD TO HAVE 'AB' AND 'SCB' BECOME EXTINCT OVER TIME.

14. LIVED NAME- CHRIS BEATTIE & SHERRY GUBATA, PROJECT LEADS, 1 WEEK

- TESTED COGNOS STUDENT AND STUDENT (DEPARTMENTAL) PACKAGES TO ENSURE NEW LIVED NAME IS BEING PROPERLY INCORPORATED INTO THE VARIOUS NAME FIELDS. TESTED INCORPORATION OF THE LIVED NAME ACROSS ALL SCREENS AND FUNCTIONS WITHIN SELF SERVICE BANNER, INCLUDING PROXY MANAGEMENT, CLASS ROSTERS, ADVISEE LISTS, FINAL GRADING, OVERRIDE CODE CREATION.

15. SUPPRESS WARNING ON TRANSCRIPT- SHERRY GUBATA, PROJECT LEAD, 7 WEEKS

- FACULTY APPROVED THE RECOMMENDATION PER A VOTE ON DEC 1, 2015 TO STOP DISPLAYING THE CODES FOR ACADEMIC AND SERIOUS WARNING (AW OR SW) ON OFFICIAL TRANSCRIPT BOTH PRINT AND PDF.

16. END STUDENT ADVISOR RECORDS – CHRIS BEATTIE, PROJECT LEAD, 4 WEEKS

- GAVE THE OFFICE OF THE REGISTRAR THE ABILITY TO RUN A POPSSEL TO IDENTIFY UNDERGRADUATE STUDENTS FOR WHOM WE WOULD LIKE TO END TERM THE ADVISOR RECORD, AND THEN RUN A PROCESS WHERE WE CAN SPECIFY THAT POPSSEL AND THE TERM FOR WHICH THE POPULATION IN THAT POPSSEL WOULD HAVE THEIR ADVISOR RECORD END-TERMED.

17. UPDATE RACE/ETHNICITY REPORTING FUNCTIONALITY FOR NATIONAL STUDENT CLEARINGHOUSE REPORTS – CHRIS BEATTIE, PROJECT LEAD, 12 WEEKS

- THE CLEARINGHOUSE REQUIRES REPORTING OF RACE/ETHNICITY IN ENROLLMENT REPORTING. CREATED NEW VALUES FOR RACE CODES AND MODIFIED REPORT PROCESSING IN ORDER FOR THE REPORTING TO BE ACCURATE.

18. CERTIFICATION LETTERS –36 WEEKS

- AUTOMATED THE PROCESS BY WHICH WE VERIFY STUDENT ENROLLMENT VERIFICATIONS. ALSO INCREASED THE EFFICIENCY AND ACCURACY OF THE VERIFICATION PRODUCTION.