



ANNUAL REPORT

OFFICE OF THE UNIVERSITY REGISTRAR

2016-2017

University Visitors Center
210 South College Avenue
Newark, DE 19716

Phone: (302) 831-2131
Fax: (302) 831-3005

Email: registrar@udel.edu
Website: Udel.edu/registrar

Find us on Facebook and Twitter!

fb.com/UDelRegistrar



twitter.com/UDRegistrar



OUR MISSION

“Providing quality service to the University community through the development, maintenance, distribution and effective communication of academic information.”

WHAT DOES OUR OFFICE DO?

- Academic Calendar
- Administer UDSIS Access to Student Records
- Advising Appointment System
- Catalog/Course Inventory Administration
- Certification of Athletic Eligibility
- Computer Based Testing Center
- Credit by Examination
- Data Reporting
- Degree Audits
- Enrollment Certification
- FERPA Compliance
- Final Exam Scheduling
- Grading
- Graduation/Diploma Services
- Instructor Workload Verification for RBB
- Maintenance of Student Academic Records
- Readmission Applications
- Registration
- Residency Reclassification
- Schedule and Maintain 172 Central Inventory Classrooms
- Schedule of Classes
- Training and Development of Campus Community
- Transcript Services
- Transfer Services
- Veterans Enrollment Verification
- Veterans Support Services

A MESSAGE FROM THE UNIVERSITY REGISTRAR

As we all prepare for the return of students to the campus for the fall semester, I am pleased to share the Annual Report of the Office of the University Registrar.



In order to support our mission of providing quality service, we strive to learn more about initiatives to support students across campus. To facilitate this, guest speakers from other departments have presented at Registrar’s staff meetings. Registrar staff completed workshops in Valuing Diversity and LGBTQ+ 101, as a group, as part of the department’s continuing goal to expand knowledge of inclusivity and diversity. Additionally, five staff members attended the UD Diversity Summit. In the upcoming year, I am challenging staff members to take advantage of the rich diversity offerings by the University, invite a colleague to attend an event with them and to share their experiences with other staff members.

The attached current departmental organizational chart lists seven staff members who have joined the Office of the University Registrar since the last annual report. Six of the new team members come from other departments on campus and bring a wealth of experience that will add to the current strength of the unit. They are Dawn Byrd, Kate Derr, Diane Henker, Brian Posthauer, Carolyn Quinci and Lexie Samick. The seventh, Brooks Raup, previously worked with veterans at Drexel University after serving in the military. Transfer Services Coordinator (Brian) and Veterans Services Coordinator (Brooks) positions were created and filled in the past year to better serve these student populations. You will see accomplishments and future initiatives for those new areas, as well as others, in the report.

The Registrar’s team looks forward to collaborating with our colleagues at the University of Delaware as we all work towards increased student success this year.

OUR VISION

The Office of the University Registrar, as part of the Enrollment Management Team, strives to:

- Develop and implement policies and procedures to assure the accuracy, integrity, security, and preservation of every student’s official academic record.
- Evaluate and utilize the latest technology to meet the needs of students, faculty/staff, alumni and the community.
- Recruit and retain dedicated staff to serve our constituents with a commitment to excellence by providing exceptional customer service in a courteous, professional and efficient manner.

CONTINUOUS SUPPORT

KEY ACCOMPLISHMENTS

- ◆ 25-Live Classroom Scheduling Software implemented campus-wide
- ◆ Blue Hen Planner implemented for spring 2017 registration
- ◆ Utilized VA Reporting in UDSIS for improved tracking and reporting
- ◆ Spearheaded a proposal to accept limited credits, beginning in fall 2017, for select military experience
- ◆ Completed a VA Compliance Audit
- ◆ Coordinated with Disability Support Services, the School of Nursing, the Office of Equity and Inclusion and the Blue Hen Success Collaborative to provide student data feeds to support departmental software
- ◆ Developed a communication workflow for prospective transfer students in collaboration with Admissions
- ◆ Developed Transfer Transitions Seminars for incoming transfer students
- ◆ Added 50 new schools to the Transfer Credit Matrix
- ◆ Implemented new catalog software (Acalog), and curriculum workflow tool (Curriculog)

FUTURE INITIATIVES

Honoring Veterans with daily activities during the week of November 6th

Increase student veteran enrollment

Identify opportunities for collaboration with DTCC

Assess the impact of Transfer Transitions Seminars

Develop a course number designation for departmentally-approved elective transfer credit

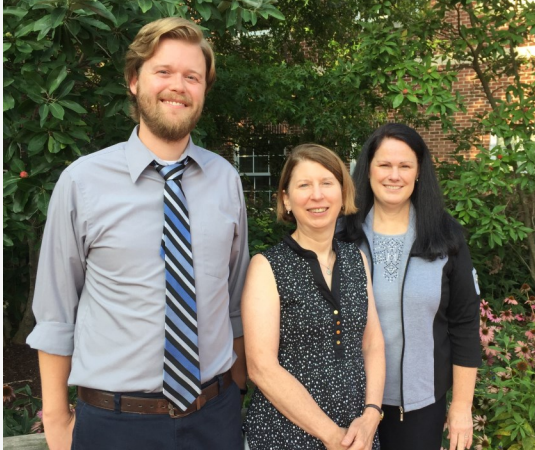
Work with Admissions to develop an identifier for students who are admitted to UD via an articulation agreement

Explore additional opportunities for accepting transfer credit for military experience

Utilize UDSIS WorkCenters to increase staff efficiency

Research Credit by Exam opportunities

COLLABORATE AND ENGAGE



DEMMY AWARD RECIPIENTS

DEM Retreat May 2017

- * Patrick Shields—Work Einstein
- * Deb Wilder—Outside the Box
- * Carolyn Reynolds—Culinary Guru

INVOLVEMENT AND PARTICIPATION

ACTIVITIES FOR THE YEAR

Trained the Campus Community on:

- Advisor Trainings on UDSIS advisement tools and advisor appointment system
- Course Substitution/Change of Catalog Web form
- Degree Audits/Tools Workshops
- Schedule of Classes—creating/maintaining SOC in UDSIS
- Student Records Data Reporting
- Transfer Credit Policies and Evaluation Practices
- UDSIS Enrollment
- UD Student Advisor Batch Assignment

Participated in:

- Transfer Working Group
- Undergraduate Studies Committee for the Faculty Senate
- NSO – first year and transfer dates – Resource Fair
- Decision Day programming
- Global Recruitment & Retention Committee (GRR)
- Keep Calm and Teach On Workshop
- DVACROA Board—VP of Technology
- Graduate College Working Group
- Search Committees—Various campus positions

Attended Trainings/Conferences:

- ACCRAO Annual Conference
- AACRAO International 2-Day Intensive Transfer Credit Workshop
- AACRAO Transfer & Technology Conference
- Annual DVACROA Conferences
- Annual MSACROA Conference
- DEM Retreat
- NERHEUG Alliance Conference
- NCTA Conference
- Predictive Index
- Staff training on Diversity and Inclusion
- TAAC Conference (Transfer Admissions & Advising)
- UD Diversity Summit

Presented:

- NSO Transfer Credit sessions (Winter & Summer orientations)
- Transfer Admissions sessions (with Faye Duffy)
- UDSIS Advisement Tools Overview sessions at 2016 “Keep Calm and Teach On” Faculty Commons workshop

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Middle States Association of Collegiate Registrars and Officers of Admissions (MSACROA)
- Delaware Valley Association of Collegiate Registrars and Officers of Admission (DVACROA)
- Higher Education User Group (HEUG) Institutional Member (PeopleSoft Users)
- National College Testing Association (NCTA)
- NAVPA (National Association of Veterans’ Program Administrators)

UD's New Catalog and Curriculum Management Application

Acalog and Curriculog: UD's New Catalog and Curriculum Management Applications

In the past year, the Office of the University Registrar completed the implementation of a University directed initiative to upgrade its catalog and curriculum management tools using Digital Architecture's Acalog and Curriculog software package. Throughout the past year, the Office has worked with the vendor and the campus community to transition our homegrown catalog platform into Acalog, and our two curriculum management processes, Course Inventory and the paper-form Approval Process, for Provisional and Permanent Academic Programs into Curriculog. The 2017-2018 Academic Year will see the software being utilized in its full functionality, providing the University with a cloud-based and user-friendly system to revise, propose and track new curriculum, courses, and catalog updates.

The Office of the University Registrar will maintain and administer Acalog and Curriculog as that is suited to the overall mission as it pertains to academic information. However, Faculty, Staff, Administrators, and other campus stakeholders will be the primary users of the applications. After the initial learning curve, the software will allow campus stakeholders to have a more efficient and effective method to update curriculum and the academic catalog. In addition, the applications are fully compatible with each other and UDSIS, passing data and allowing for quicker updates to the catalog. We are very excited to see how the software package will help the University improve processes that were arduous, error prone, and complicated.

Veterans Report

Brooks Raup was hired in December 2016 as the first Veterans Services Coordinator at UD. This new position was created to support the recruitment, admission, enrollment, and success of student veterans. Brooks works closely with the Vice President for Enrollment Management, Dean of Students, the Registrar, and the Campus Veterans Working Group to meet the needs of students receiving GI educational benefits. His major responsibilities include:

- Serve as the designated Veteran Education Benefits "Certifying Official"
- Work to ensure that UD is a military friendly school
- Meeting with veterans to help them understand the GI Bill and Veterans Affairs regulations
- Refer and proactively connect veterans to appropriate university offices and State/community resources

Certifications by Veteran Status

Fall 2016

Veterans

99

Dependents

126

University of Delaware was ranked 4th in the country for tier 1 research schools by Military Friendly Magazine

Fun Figures

Academic Standing Actions

1,701

Students w/ Transfer Credit Processed

3,876

Student Majors and Minors Changed

10,289

Readmission Applications Processed

285

Transcripts Issued

22,684

Course Permits Processed

1,099

Degrees Posted

5,981

Tests Administered by Testing Center

4,087

Special Events Scheduled

5,675

Class Sections Scheduled

10,066