### Latest News from the UD Registrar

#### Breaking News: 25-Live New Scheduling Software  
**By Melanie Grebeal**

We have updated our classroom scheduling software to **25-Live** to allow the campus community to easily view availability of our 172 registrar-controlled classrooms. This feature will be useful when requesting classroom space for a special event.

The link to access **25-Live** can be found on our website underneath the “Classroom Reservation Request Form” (navigation below):

Go to the forms page on our website:  
(http://www1.udel.edu/registrar/faculty_staff/forms/index.html)

Click on the **25-Live – View Room Availability** link (you do not need to sign-in)

Click on the **availability tab** (far right)  
Our 172 classrooms are listed down the left side; clock hours across the top; and blocks listing ‘private’ show that the space is not available (in use by an academic class or a special event).

Click on a **room** (left side), then the **details tab** (under room name), you will be able to see the specifications of that room; under the ‘attributes’ section, the ‘click here link’ to the right of the ‘Picture’ feature will show you a photo of the room.

Before submitting a “Classroom Reservation Request Form” to request space for a special event (meeting, course review, etc.), navigate to the above **25-Live – View Room Availability** link to see what classrooms are available -- then complete the “Classroom Reservation Request Form” indicating location preference/s. Requests will be processed on a first-come-first-served basis and a reservation confirmation will be sent to you, as before.

**Please share this information** with anyone in your department who requests classrooms for special events.

There will be additional 25-Live software features introduced in the future, however our initial focus is on distributing the ‘classroom availability’ view option for your use.

#### Update on DIGARC—The New Catalog Software  
**By Mike Fennell**

The Office of the University Registrar’s implementation of Acalog, a catalog software environment, and Curriculog, a workflow software environment for curriculum, is still ongoing. These projects, which began in June, are still on schedule to be finalized for the upcoming 2017-2018 cycle.

We are working towards a winter upload date for four academic catalogs: 2015-2016 Undergraduate, 2015-2016 Graduate, 2016-2017 Undergraduate, and 2016-2017 Graduate. Once the catalogs go “live” the team maintaining Acalog will work with the campus community to centralize and streamline catalog edits for the 2017-2018 cycle. To uphold consistent, accurate, and transparent content throughout all Acalog editions, the Registrar's Office will manage program and course data. This will enable the colleges, departments, and academic support units to focus on describing and promoting their programs.

We have also begun implementation of Curriculog and expect to be able to launch the workflow software in the summer during the opening of the Course Inventory process. In addition, Curriculog will host the Academic Plan Approval process for the Faculty Senate. Curriculog will allow faculty, chairs, committees, deans, and staff to track curriculum changes. This will hopefully lead to a far more efficient and effective curriculum workflow and will limit misunderstandings and errors. Once we are near go-live for Curriculog, we will work with the campus community to present, train, and utilize the product.
Carolyn Quinci recently joined the Registrar’s Office as the Senior Associate Registrar for Student Academic Records. Carolyn has worked at the University of Delaware in academic advising administration for the past 16 years, most recently as the assistant dean for student services in the College of Health Sciences.

Alexandra (Lexie) Samick will join the Registrar’s Office on January 17th. As manager of the service desk, she will be the front line contact for students and others. Lexie is transferring from Plant & Soil Science. She has many years of experience providing customer service.

Please contact Patty Dean if you are planning to attend.

pbarcus@udel.edu

SOC Roundtable sessions
2pm – 3:30pm in UVC201

January 27th
February 24th
March 24th
April 28th
May 19th
June 23rd

This Spring we are continuing the “SOC Roundtable Sessions” – an opportunity for you to get answers to specific scheduling questions/procedures without having to attend a comprehensive SOC training session. There will not be a formal scheduling presentation at these sessions, they will be driven by the questions asked by those attending.

SOC Cross Listing Training—
Wednesday, January 18th from 10am—Noon

Over the past two semesters, the Registrar’s Office has been heavily involved with a new campus initiative called the Blue Hen Success Collaborative (BHSC). The BHSC is a coordinated effort led by faculty, staff and academic leadership to implement the Education Advisory Board’s (EAB) Student Success Collaborative Campus platform. The platform will have a major impact on the work UD can do to support undergraduate students from initial enrollment to graduation. By combining technology, best practice research and predictive analytics, the BHSC will help UD leverage data and manage advising and academic support resources to increase retention and graduation rates for students.

In spring 2016, Senior Associate Registrar, Patrick Shields, and Registrar, Jeff Palmer, began serving on the BHSC Leadership Team which oversees the implementation as well as spending numerous hours in formatting file specs for the nightly data extract from UDSIS to the SSC platform. In July, Senior Associate Registrar, Naomi Nash, permanently transitioned positions to the Director of the Blue Hen Success Collaborative, working closely in the day-to-day details of the initiative. The Registrar’s Office, including Associate Registrar, Deb Wilder, serves in vital positions for the BHSC including overseeing platform access and Patrick Shields continues to work closely with IT and the Director for adjustments in the data files to enhance the platform’s capabilities.

The implementation of the BHSC is being staged with features being released in a strategic fashion. A pilot group of faculty and staff advisors, with representation from all of the colleges, utilized the platform in fall 2016. Additional advisors and campus service offices will be added throughout 2017-2018. Visit the BHSC website for more information.

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Brooks Raup is the University’s first Student Veteran Services Coordinator and is part of the Registrar’s Office. Most recently, Brooks spent 3-1/2 years at Drexel University working as the VA Certifying Official for Drexel’s PhD, Graduate and Undergraduate students for both campus-based and online programs. Brooks previously served 6 years with the US Army.

Kate Derr joined the Registrar’s Office in October. Kate is the main contact in the office for graduation-related items, including diplomas. She prepares graduation reports for the colleges, submits diploma orders and processes Change of Major/Minor webforms. Kate transferred from the STAR campus working with the INBRE and BADER symposium.

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New Staff in the Registrar’s Office

Monthly SOC Cross Listing and Roundtable Sessions

SOC Roundtable sessions
2pm – 3:30pm in UVC201

This Spring we are continuing the “SOC Roundtable Sessions” – an opportunity for you to get answers to specific scheduling questions/procedures without having to attend a comprehensive SOC training session. There will not be a formal scheduling presentation at these sessions, they will be driven by the questions asked by those attending.