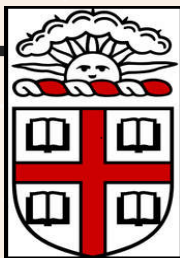




BROWN UNIVERSITY OFFICE OF THE REGISTRAR ANNUAL REPORT

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.



2016-2017

COMMITTEE WORK

INTERNAL WORK

- BANNER GENERAL COMMITTEE
- COLLEGE CURRICULUM COUNCIL (CCC)
- CCC EXECUTIVE COMMITTEE
- COMMITTEE ON ACADEMIC STANDING (CAS)
- CAS EXECUTIVE COMMITTEE
- DATA GOVERNANCE COMMITTEE
- DATA PRIVACY AND RECORDS MANAGEMENT GROUP
- GRADUATE COUNCIL
- INSTITUTIONAL DATA COMMITTEE
- INSTITUTIONAL RESEARCH DATA GROUP
- REGISTRAR'S OFFICE-COMPUTING AND INFORMATION SERVICES STEERING COMMITTEE

EXTERNAL WORK

- AACRAO GROUP VI INFORMATION TECHNOLOGY PROGRAM COMMITTEE CHAIR
- AACRAO INSTITUTIONAL DATA PROFESSIONAL ACTIVITIES COMMITTEE
- NATIONAL STUDENT CLEARINGHOUSE ADVISORY COMMITTEE
- PARADIGM ADVISORY COMMITTEE

STAFFING CHANGES AND PROMOTIONS

NEW ADDITIONS

MARY MARTINO - UNIVERSITY SCHEDULER (JULY 2016)
KAREN PASSERONI - UNIVERSITY SCHEDULER (JULY 2016)
DIANA RICHARDSON - UNIVERSITY SCHEDULER (JULY 2016)
DARLENE WILLIAMSON- ASSISTANT REGISTRAR FOR UNIVERSITY SCHEDULING (JULY 2016)

NEW HIRE

JESSICA TEITELBAUM- UNIVERSITY SCHEDULER (NOVEMBER 2016)

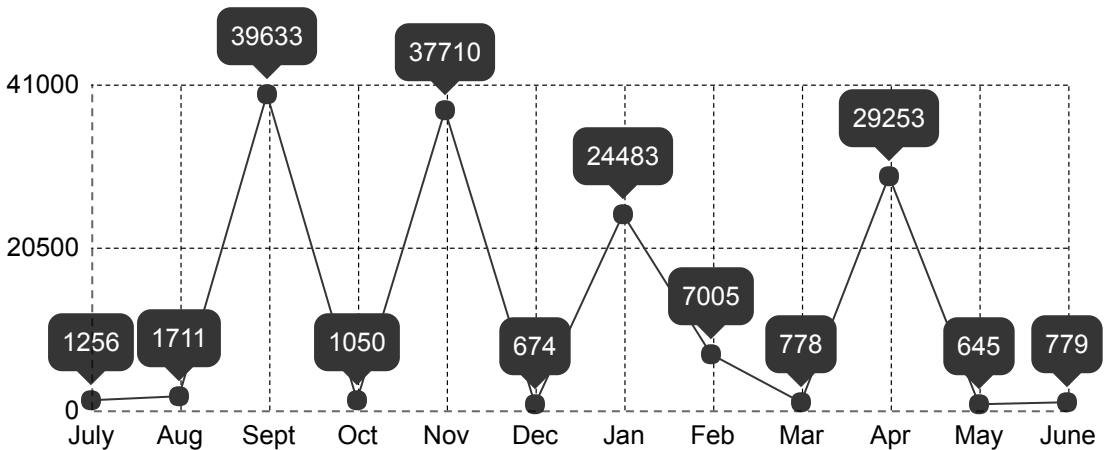
RETIREMENT

MARY MARTINO (JANUARY 2017)

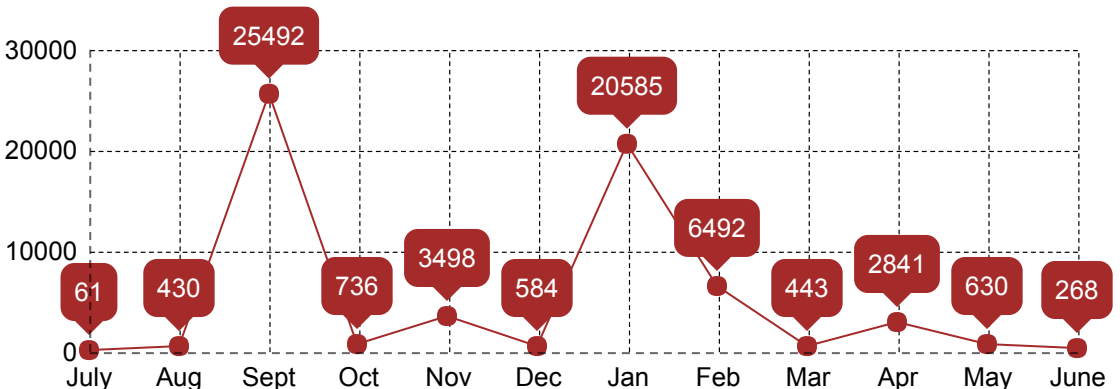
ENROLLMENT SERVICES

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.

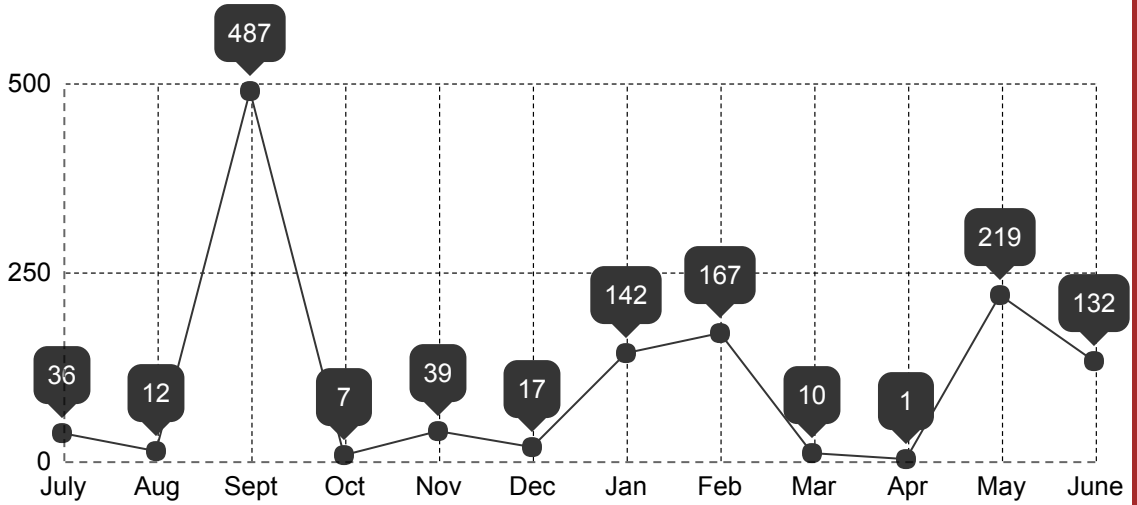
Registration Adds



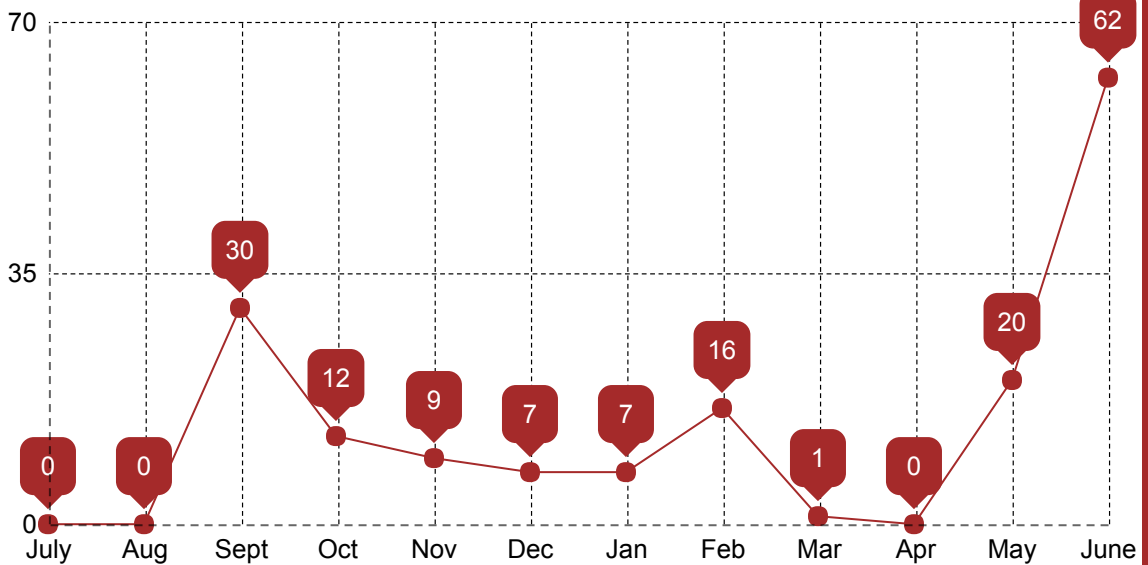
Registration Drops



Non-Degree Student Adds



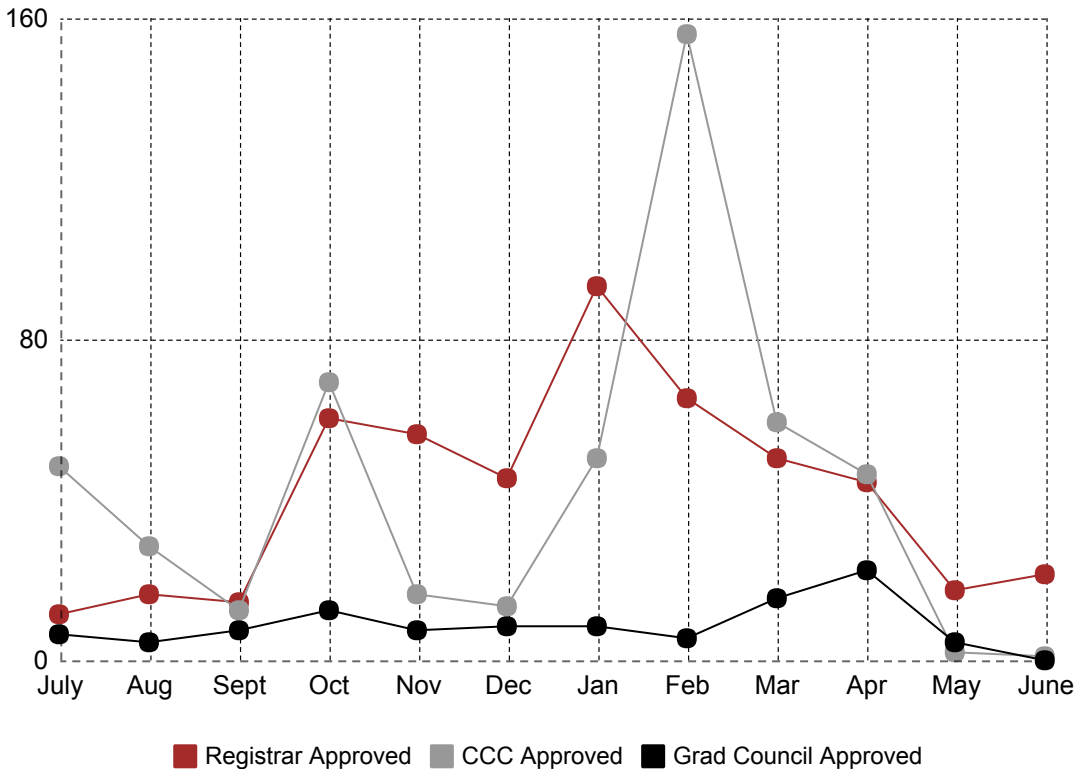
Non-Degree Student Drops



COURSE MAINTENANCE

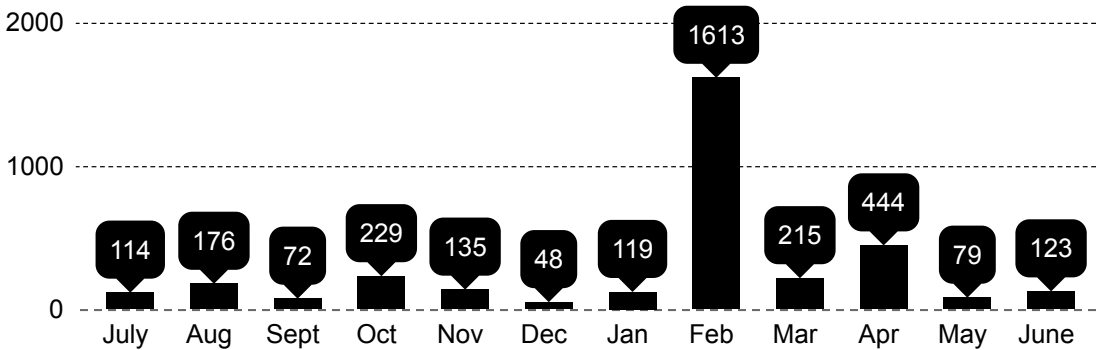
THE OFFICE OF THE REGISTRAR COORDINATES THE COURSE PROPOSAL PROCESS FOR ALL NEW AND MODIFIED COURSES.

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.

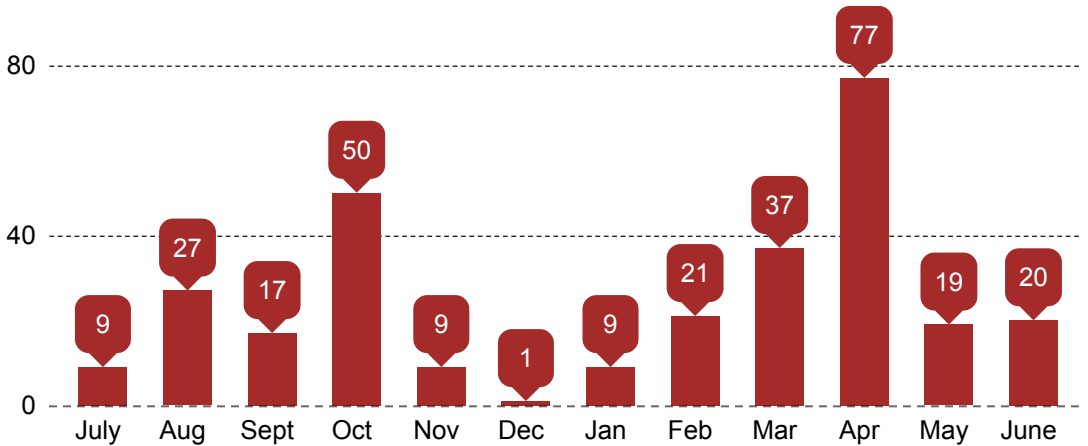


THE OFFICE OF THE REGISTRAR WORKS WITH THE ACADEMIC DEPARTMENTS TO CREATE COURSE OFFERINGS FOR THE CURRENT AND UPCOMING ACADEMIC YEARS THROUGH THE COURSE OFFERING BUILDER.

Approved Courses

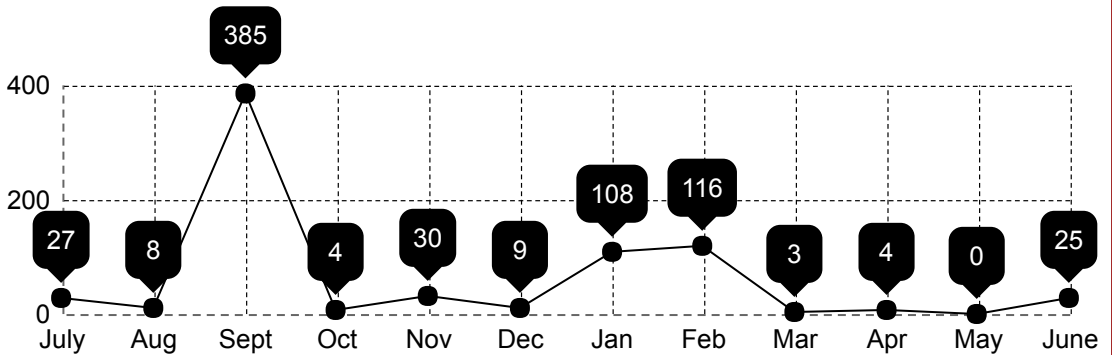


Cancelled Courses

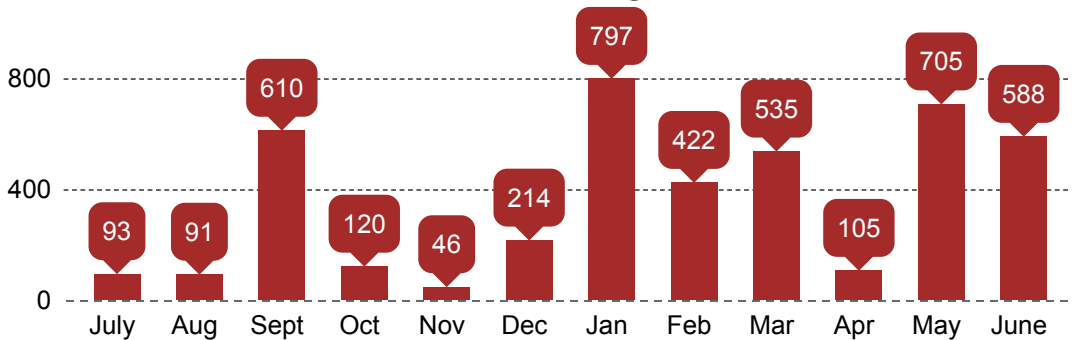


STUDENT RECORD TRANSACTIONS

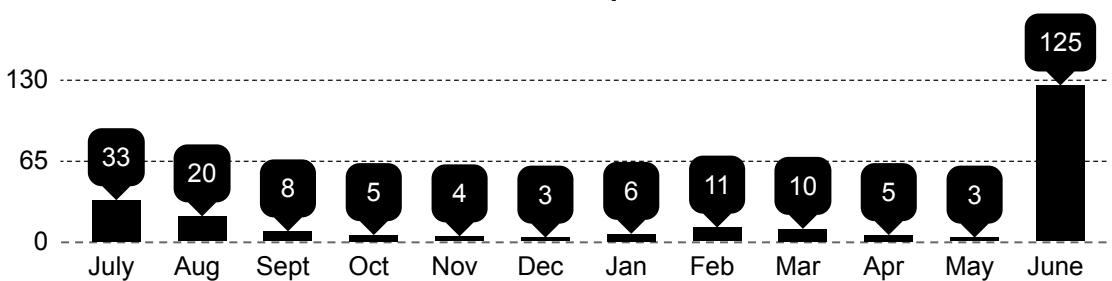
Processing of Non-Degree Students

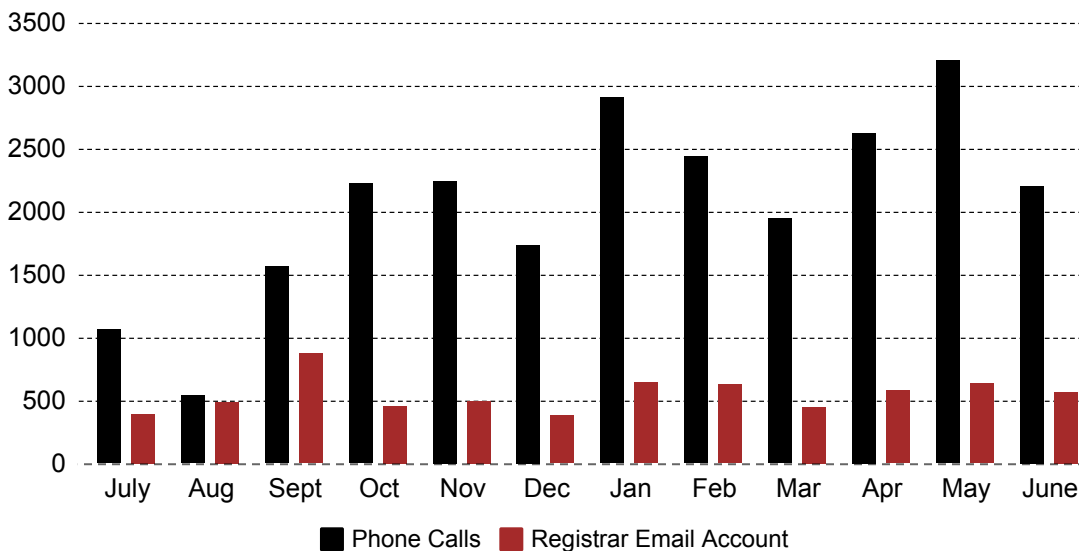
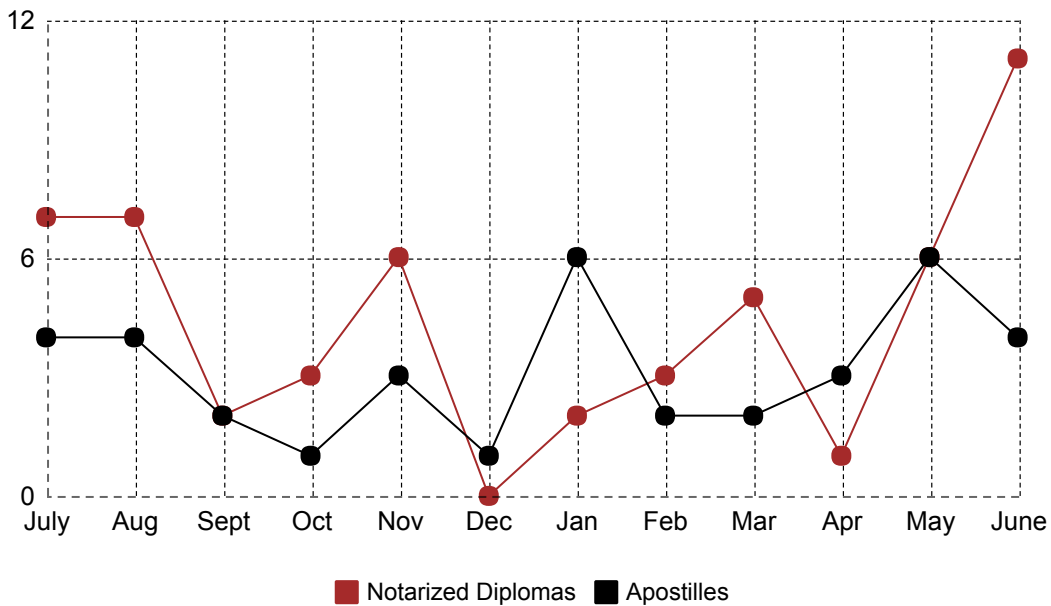


Grade Changes

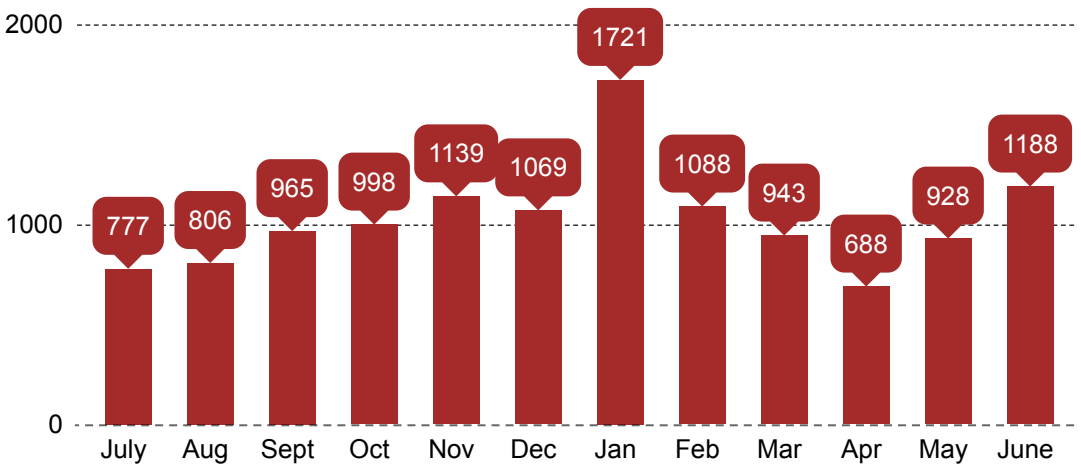


Electronic Diplomas

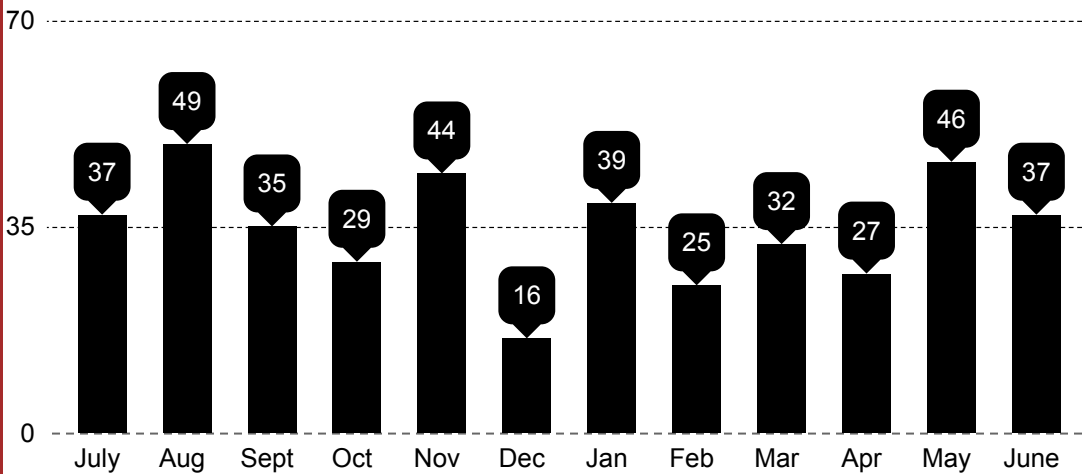




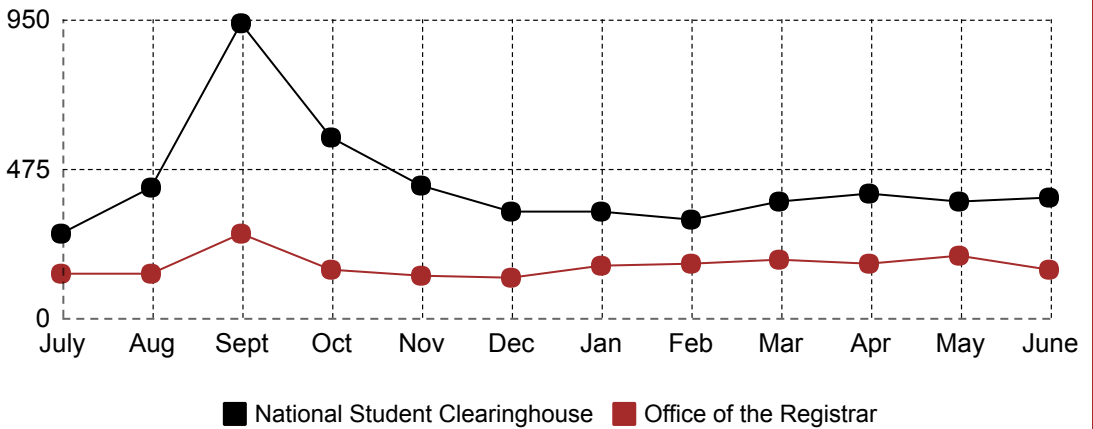
Transcripts - National Student Clearinghouse



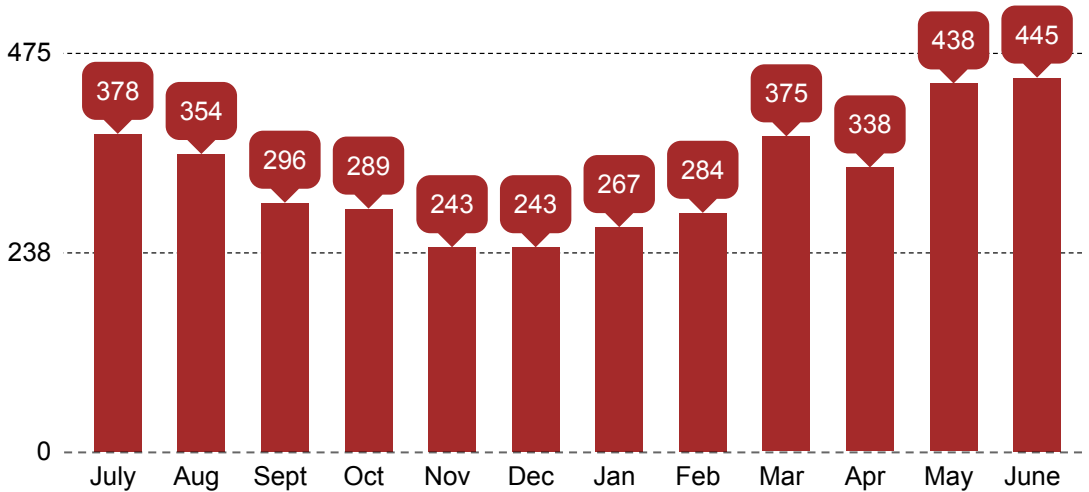
Transcripts - Office of the Registrar



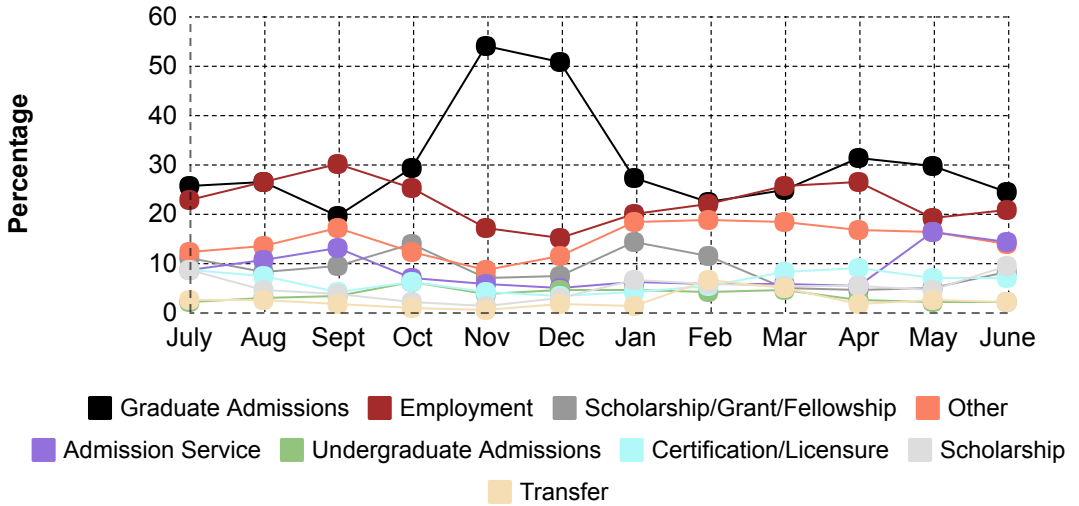
Enrollment Verifications



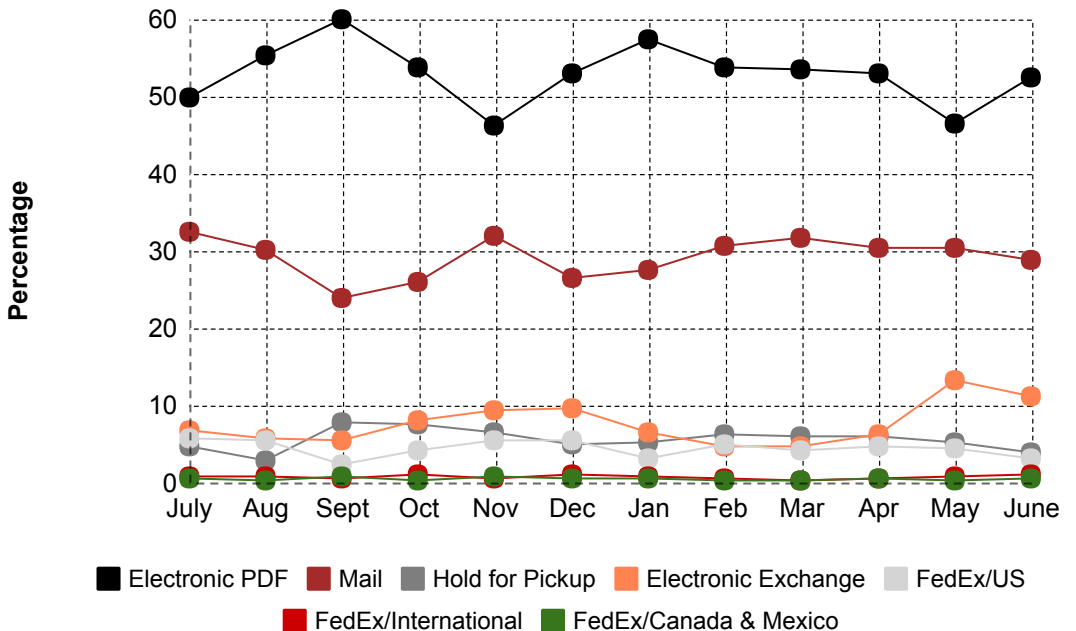
Degree Verifications - National Student Clearinghouse

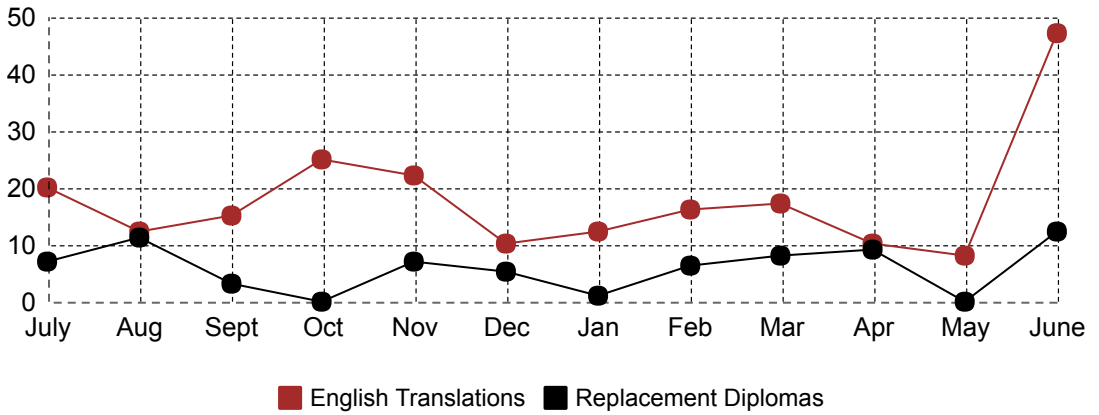


TRANSCRIPT PURPOSE

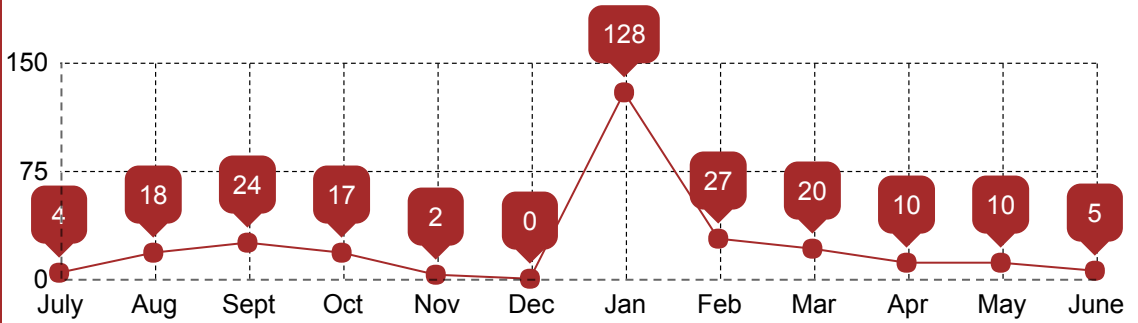


DELIVERY METHOD

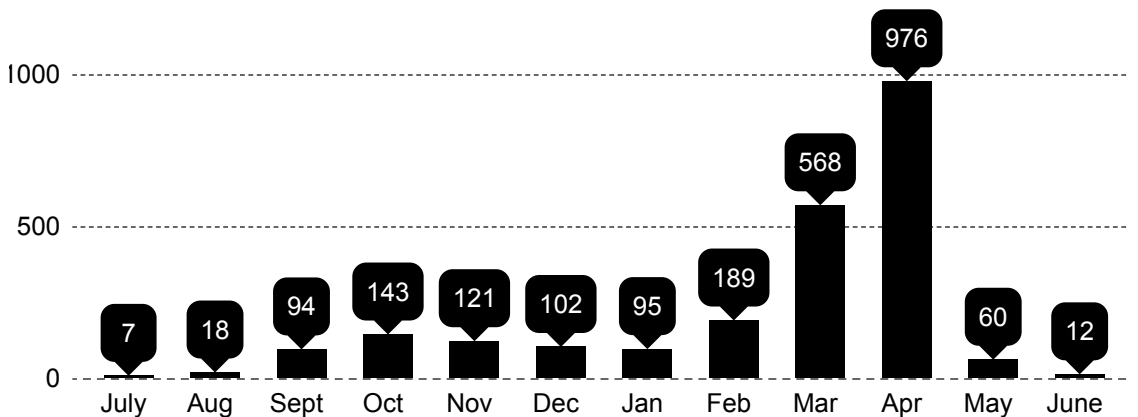


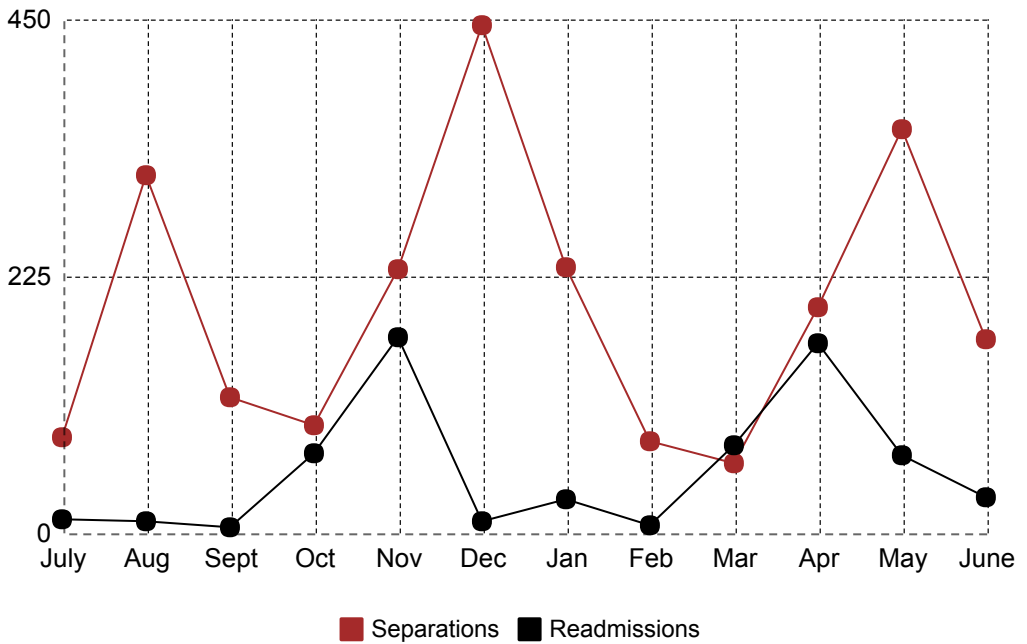
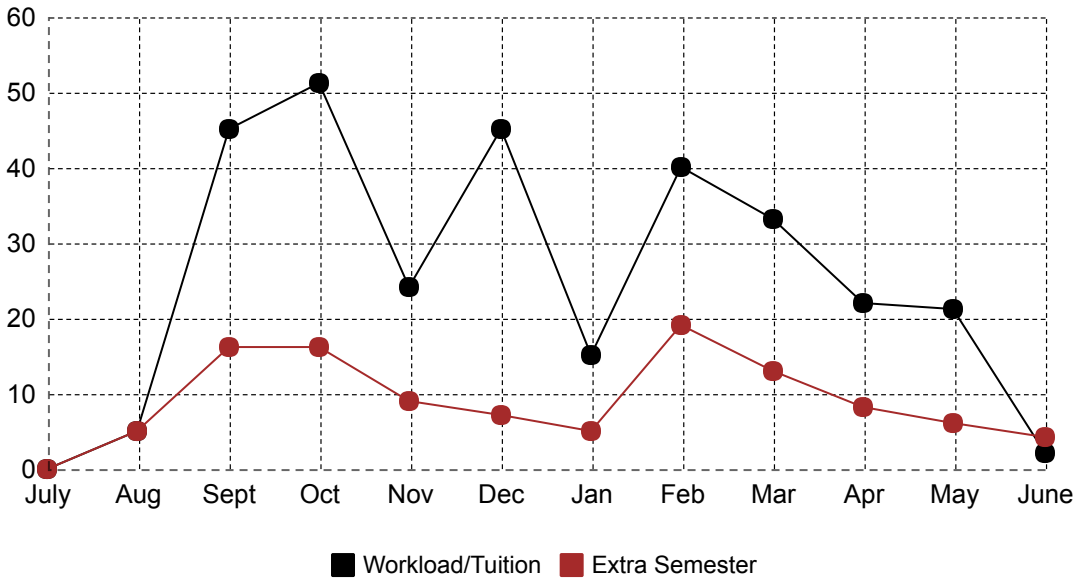


Letters of Completion

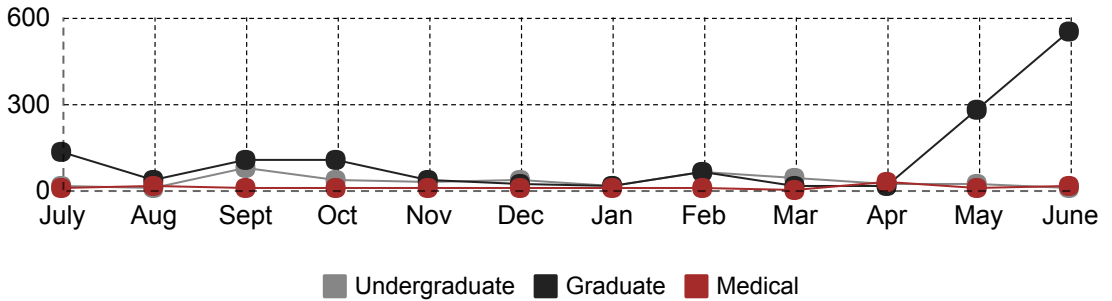


Undergraduate Concentration Changes

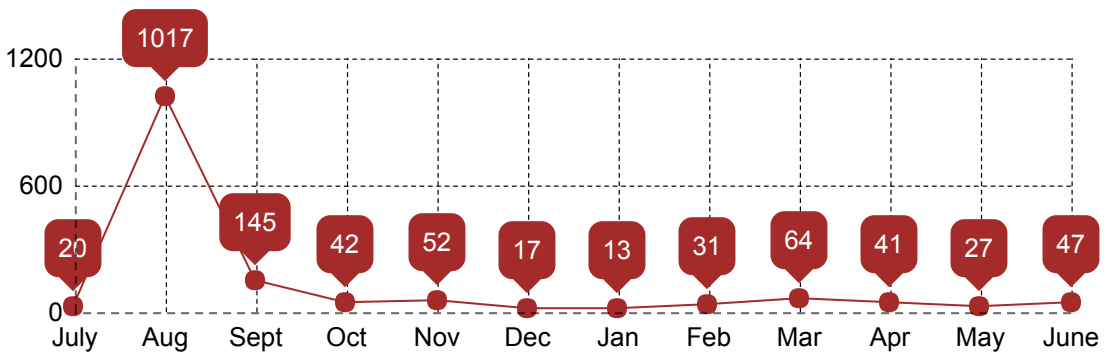




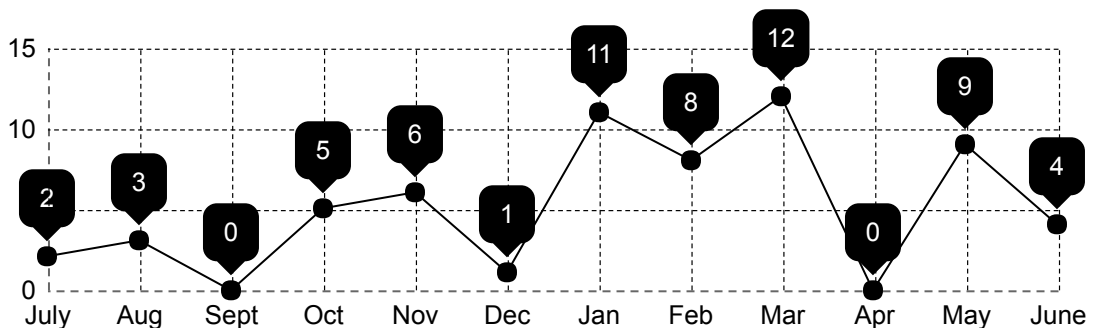
Tuition Changes



Undergraduate Transfer Credit Evaluations

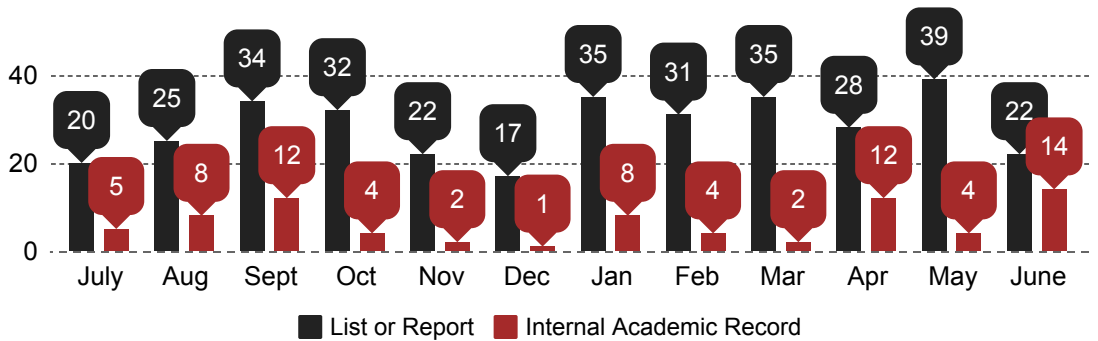


Graduate Transfer Credit Evaluations



SYSTEMS PROJECTS

Data Requests



COMPLETED SYSTEMS PROJECTS

1. ENHANCEMENT TO MD LEVEL BIOL COURSES – SHERRY GUBATA, PROJECT LEAD, 5 WEEKS

- ADD THE WORDS “NO DESCRIPTION AVAILABLE” TO MD LEVEL BIOL COURSES ONLY IN THE COURSE EXTRACT TO REDUCE ISSUES IN THE BULLETIN. THIS WOULD APPLY ONLY IF THE DESCRIPTION IS NULL.

2. BANNER ENHANCEMENT TO UPDATE SECURITY TABLES – SHERRY GUBATA, PROJECT LEAD, 4 WEEKS

- ADJUST THE CUSTOM SECURITY TABLE BEHIND BANNER CONTROL FORMS SO IT WILL REFRESH THE NAMES IF SOMEONE IN THE TABLE CHANGES HIS/HER NAME SUBSEQUENT TO BEING LOADED THE FIRST TIME. CURRENTLY, THE NAME IS STORED IN THE TABLE AND DOESN'T REFRESH AFTER A NAME CHANGE.

3. REPLACE THE CAMPUS PO BOX FOR GRADUATE STUDENTS IN PUBLIC HEALTH – SHERRY GUBATA, PROJECT LEAD, 4 WEEKS
 - THE STUDENT MAILBOXES IN THE SCHOOL OF PUBLIC HEALTH ARE BEING MOVED FROM THE 2ND TO THE 3RD FLOOR AND THE DEPARTMENT WOULD LIKE TO CHANGE THE CAMPUS BOX FOR THESE STUDENTS TO REFLECT THE CHANGE.
4. BIOLOGY PLACEMENT TEST – CHRIS BEATTIE & SHERRY GUBATA, PROJECT LEADS, 12 WEEKS
 - WORK IN COLLABORATION WITH THE BIOLOGY DEPARTMENT TO HAVE NEW STUDENTS TAKE THEIR BIOLOGY PLACEMENT TEST (60 QUESTIONS IN ONE HOUR) THROUGH BANNER.
5. 25LIVE SAAS (SOFTWARE AS A SERVICE) – DARLENE WILLIAMSON, PROJECT LEAD, 12 WEEKS
 - MOVE FROM A LOCALLY HOSTED VERSION TO SAAS. THIS PROJECT INVOLVED THE CIS DBA, WINDOWS, COGNOS, AND PROJECT MANAGEMENT TEAMS.
6. PHYSICS GRADABLE LABS – CHRIS BEATTIE, PROJECT LEAD, 40 WEEKS
 - DEVELOP A PROCESS TO PERMIT CERTAIN PHYSICS COURSES TO HAVE A LAB COMPONENT WHICH IS GRADABLE BUT SUPPRESSED FROM THE ACADEMIC TRANSCRIPT.
7. XE FINAL GRADING – CHRIS BEATTIE & SHERRY GUBATA, PROJECT LEADS, 39 WEEKS
 - COMPLETE TASKS RELATED TO THE IMPLEMENTATION OF XE FINAL GRADING THAT HAD BEEN DEFERRED UNTIL AFTER THE GO-LIVE DATE.
8. COURSE PROPOSAL ENHANCEMENTS – CHRIS BEATTIE & SHERRY GUBATA, PROJECT LEADS, 26 WEEKS
 - ENABLE THE VIEWING OF THE DECISION REASON FOR THE PROPOSER WHEN A PROPOSAL WAS RETURNED; ADD INSTRUCTIONS AND UPDATE THE LINK TO TUTORIALS IN THE EMAIL NOTIFICATION; ADD THE DESTINATION COURSE QUESTION; AND REMOVE THE LILE FROM THE PANEL.

9. COURSE OFFERING BUILDER MAINTENANCE – CHRIS BEATTIE & SHERRY GUBATA, PROJECT LEADS, 7 WEEKS

- ALLOW DEPARTMENT MANAGERS TO ASSIGN DEPARTMENT SPACE AFTER BUILDING THEIR CLASSES FOR THE NEXT FULL ACADEMIC YEAR.

10. SWAPWRX PROCESS TO PUSH eTRANSCRIPT ORDERS FROM RG TO FF/FO STATUS – SHERRY GUBATA, PROJECT LEAD, 6 WEEKS

- ADD ERROR TRACING TO THE eTRANSCRIPT ORDERS.

11. CONSULTING CONTRACT WITH COLLEGE NET – DARLENE WILLIAMSON, PROJECT LEAD, 12 WEEKS

- THE UNDERLYING DATA STRUCTURE WAS REORGANIZED FOR EFFICIENCY AND EASE OF USE, AND BOTH THE ACADEMIC AND EVENTS SIDES OF THE SYSTEM WENT TO A PERPETUAL CABINET, WHICH IS A STORAGE STRUCTURE THAT ALLOWS FOR THE SAVING OF EVENTS 50 YEARS OUT.

- THIS NEW PERPETUAL CABINET COMPLETELY RESTRUCTURED THE EVENT TYPE HIERARCHY AND CABINET AND FOLDER STRUCTURE FOR EACH AREA, ALLOWING FOR CLEANER SAVING AND ROUTING OF EVENTS.

- ADDITIONALLY, 50 NEW SCHEDULING SECURITY GROUPS WERE CREATED AND MAPPED, SETTING THE STAGE FOR NEW DEPARTMENTAL APPROVERS WHICH WILL BEGIN BOOKING SPACE IN THE SUMMER OF 2017.

12. BANNER FORM EXTRACTION – SHERRY GUBATA, PROJECT LEAD, 2 WEEKS

- ALLOW INB TO EXTRACT DATA FROM SWAEXAM IN ORDER TO USE THE DATA IN SPREADSHEET FORMAT.

13. EMAIL NOTIFICATIONS THROUGH GROUPEE – SHERRY GUBATA, PROJECT LEAD, 24 WEEKS

- REMOVE EMAIL NOTIFICATIONS FROM INACTIVE STUDENTS WHO HAVE A COURSE IN THEIR PRIMARY SHOPPING CART.

14. EMAIL NOTIFICATIONS THROUGH COURSES@BROWN – SHERRY GUBATA, PROJECT LEAD, 21 WEEKS

- SEND EMAIL NOTIFICATIONS TO STUDENTS REGISTERED FOR CLASSES THAT HAVE BEEN CANCELLED, LOCATIONS OR TIMES HAVE BEEN CHANGED

15. OVERRIDE CODES ENHANCEMENTS – SHERRY GUBATA, PROJECT LEAD, 32 WEEKS

- MOVE EMAIL TO FIRST COLUMN, REMOVE THE “ASSIGNED INDICATOR” COLUMN, AND ENABLE SEARCH BY BROWN EMAIL.

16. GENDER IDENTITY INFORMATION FIELD ESTABLISHED AND REPORTABLE IN THE ODS – CHRIS BEATTIE, PROJECT LEAD, 7 WEEKS

17. 25LIVE USER INTERFACE – DARLENE WILLIAMSON, PROJECT LEAD, 24 WEEKS

- LAUNCH SPACE-RESERVATIONS.BROWN.EDU
- THIS INTERFACE WILL ALLOW DEPARTMENTAL ADMINISTRATORS TO APPROVE AND MANAGE THEIR SPACE IN SPACE-RESERVATIONS.BROWN.EDU

18. TRANSCRIPT ORDERS ESTABLISHED AND REPORTABLE IN THE ODS – CHRIS BEATTIE, PROJECT LEAD, 2 WEEKS

- ALLOW US TO TRACK THE VOLUME AND STUDENT PROFILE OF ALL TRANSCRIPT ORDERS OVER A GIVEN PERIOD OF TIME.

19. FINAL EXAM ENHANCEMENT – SHERRY GUBATA, PROJECT LEAD, 6 WEEKS

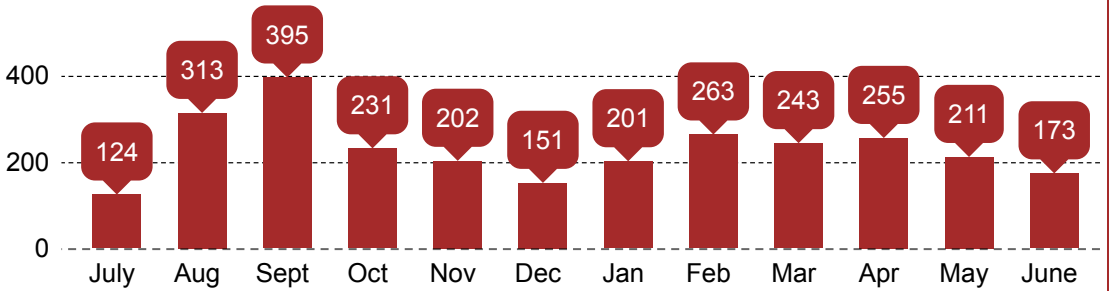
- ADD A CONFIRMATION POPUP IN EACH SECTION

20. AP CREDIT NOTATION ARTICULATION AND OPT OUT FUNCTIONALITY – CHRIS BEATTIE, PROJECT LEAD, 6 WEEKS

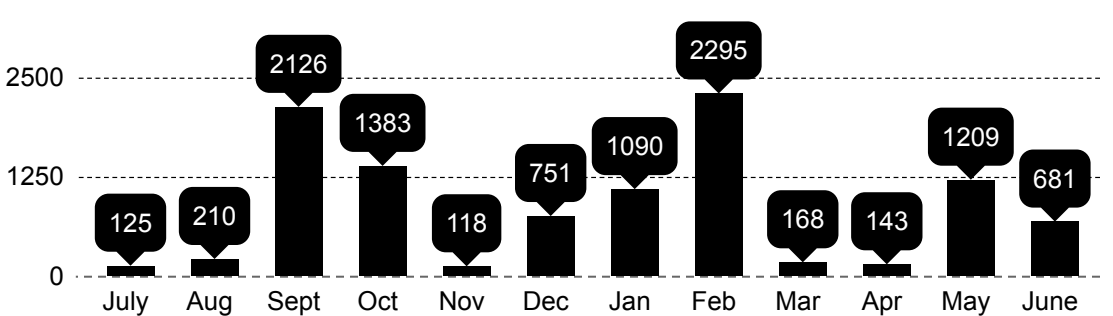
- BANNER TRANSFER ARTICULATION POSTS EQUIVALENT COURSE CREDIT NOTATIONS BASED ON AP TEST SCORES FOR INCOMING STUDENTS. AN ORDS HANDLER GETS THE SCORES-COURSES EQUIVALENCY RULES AND OPT OUT REQUESTS MADE BY INCOMING STUDENTS FROM ADVISING SIDEKICK (ASK).

UNIVERSITY SCHEDULING

Scheduling Email Account



Event Scheduling - Confirmed



Event Scheduling - Cancelled/Denied

