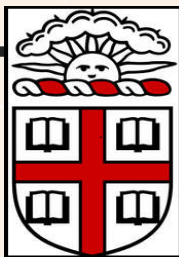




BROWN UNIVERSITY OFFICE OF THE REGISTRAR ANNUAL REPORT

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.



2017-2018

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

NEW HIRE

MELISSA BLAIS - STUDENT RECORD COORDINATOR (JANUARY 2018)

RETIREMENT

CHRISTINE FANDETTI (JANUARY 2018)

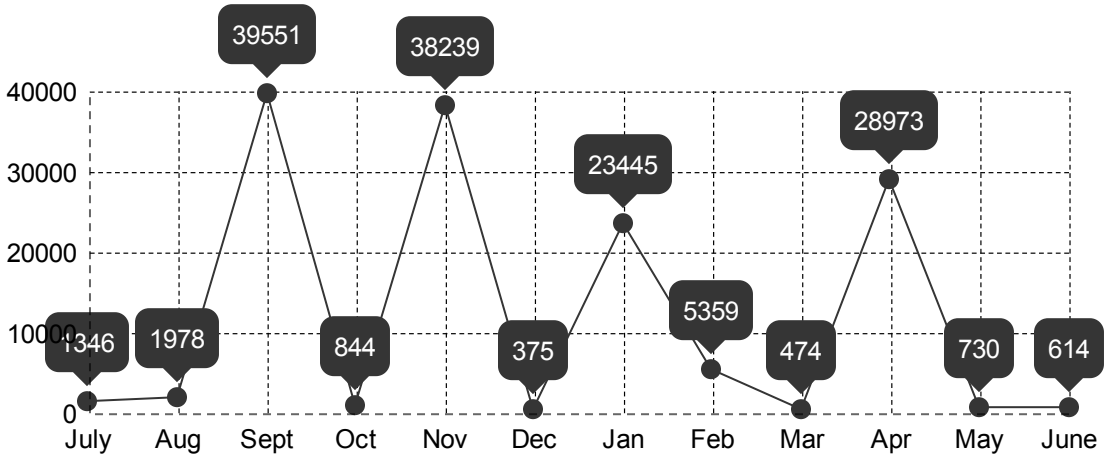
DEPARTURE

DIANA RICHARDSON (JUNE 2018)

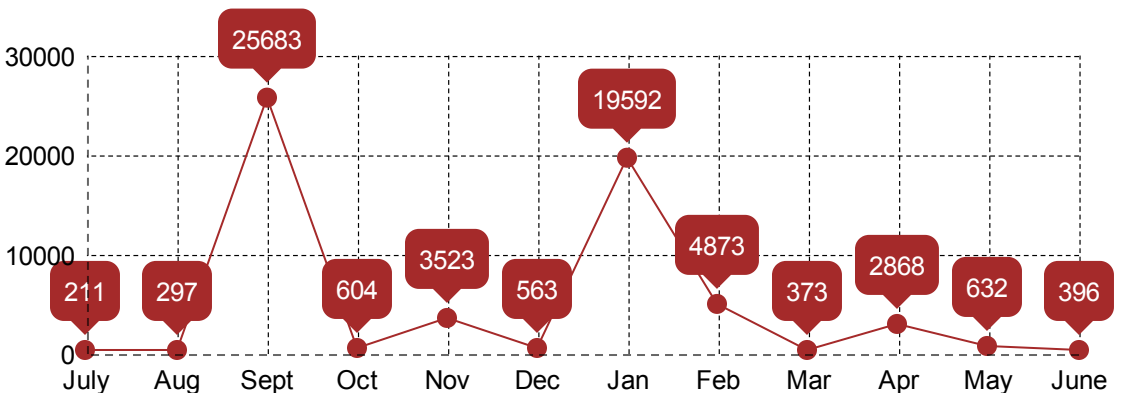
ENROLLMENT SERVICES

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.

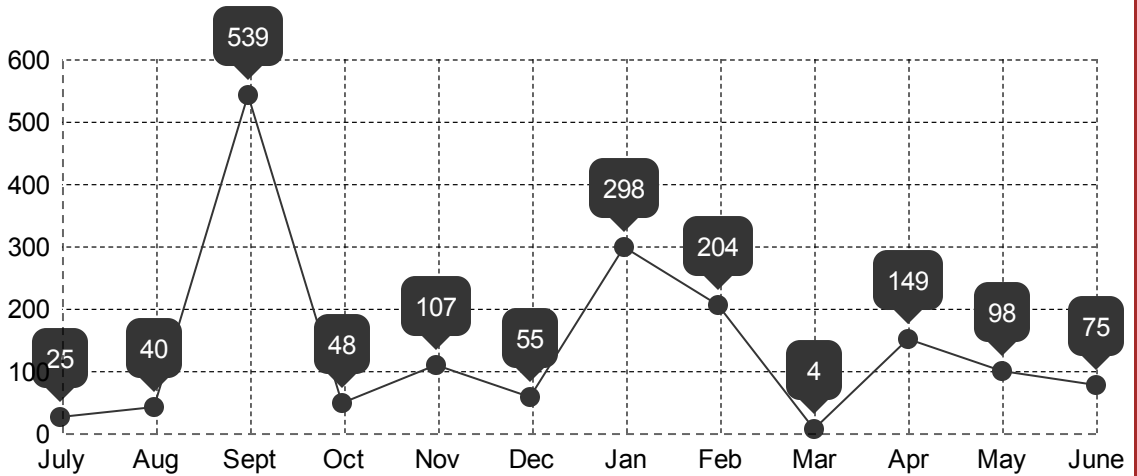
Registration Adds



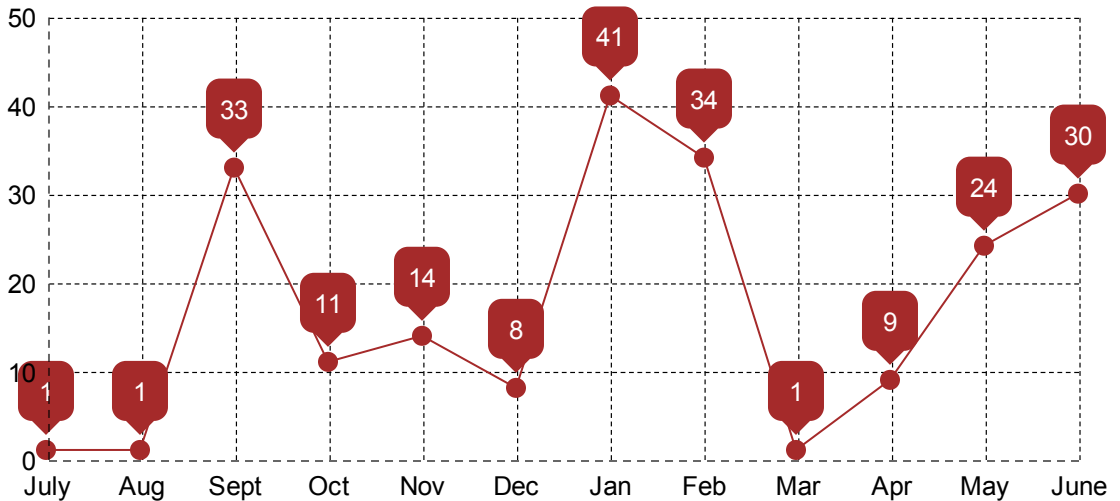
Registration Drops



Non-Degree Student Adds



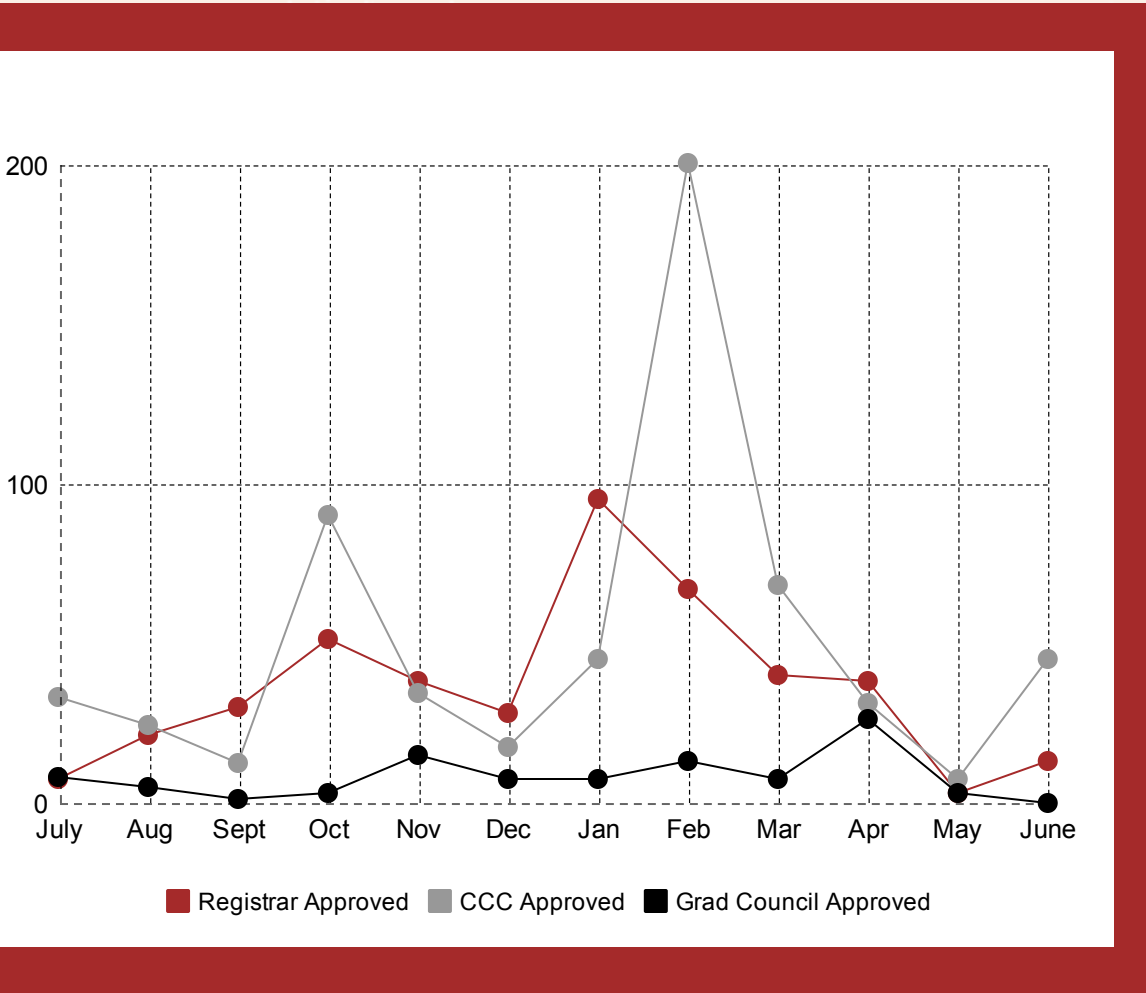
Non-Degree Student Drops



COURSE MAINTENANCE

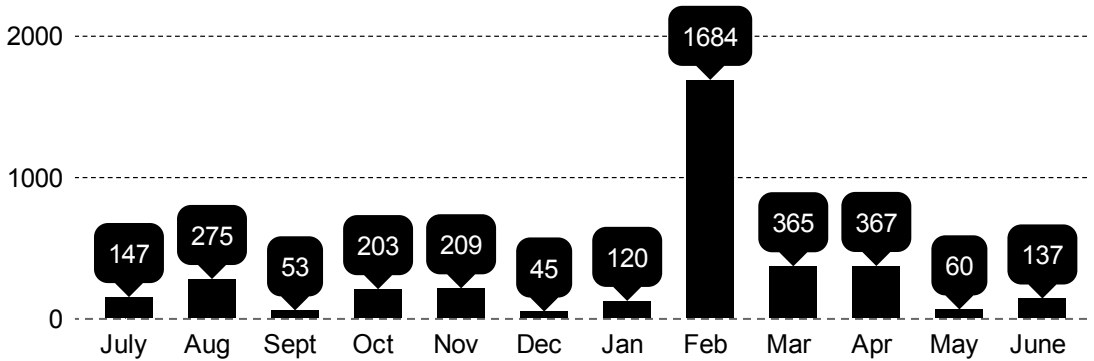
THE OFFICE OF THE REGISTRAR COORDINATES THE COURSE PROPOSAL PROCESS FOR ALL NEW AND MODIFIED COURSES.

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.

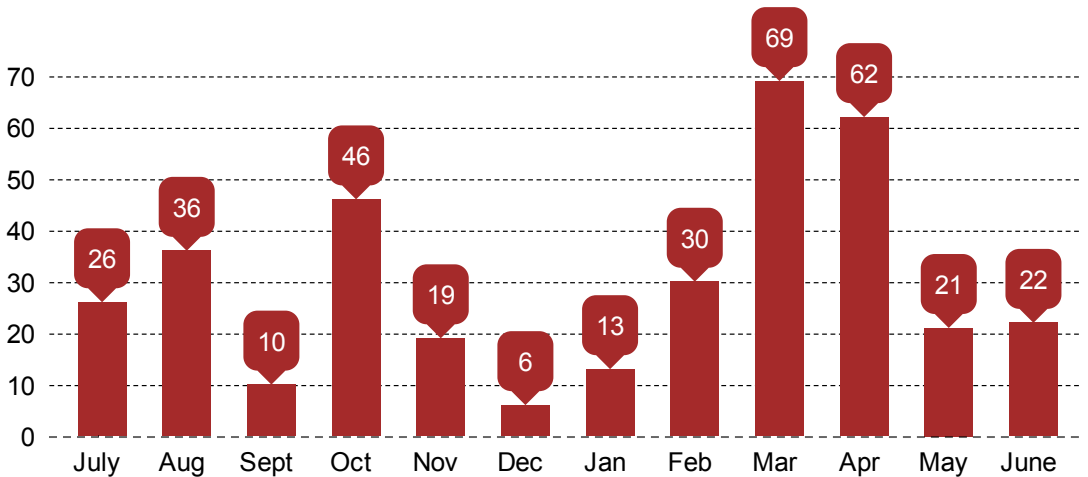


THE OFFICE OF THE REGISTRAR WORKS WITH THE ACADEMIC DEPARTMENTS TO CREATE COURSE OFFERINGS FOR THE CURRENT AND UPCOMING ACADEMIC YEARS THROUGH THE COURSE OFFERING BUILDER.

Approved Courses

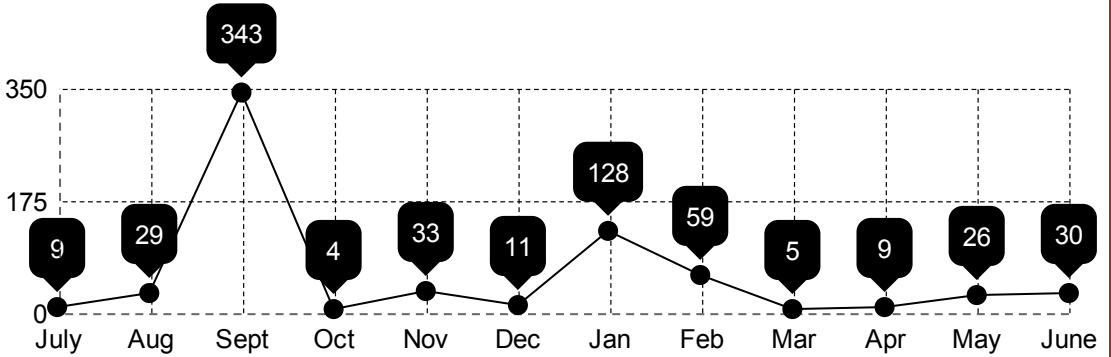


Cancelled Courses

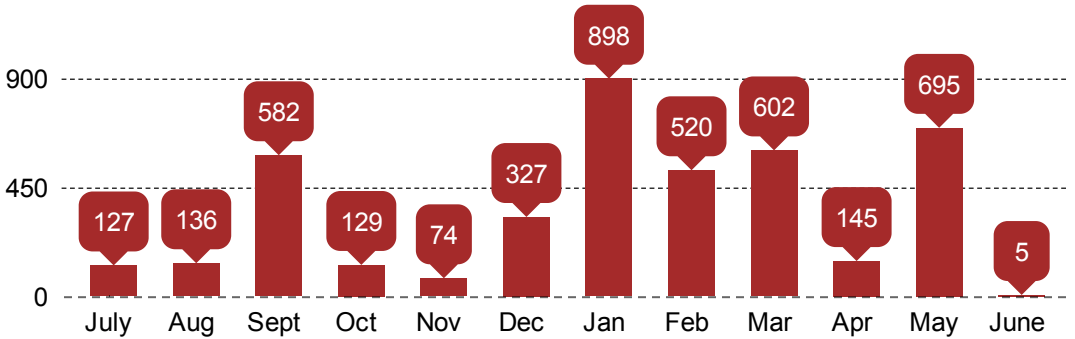


STUDENT RECORD TRANSACTIONS

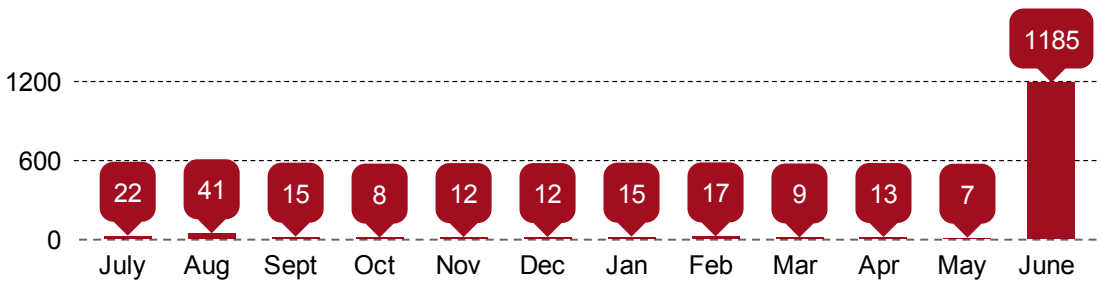
Processing of Non-Degree Students

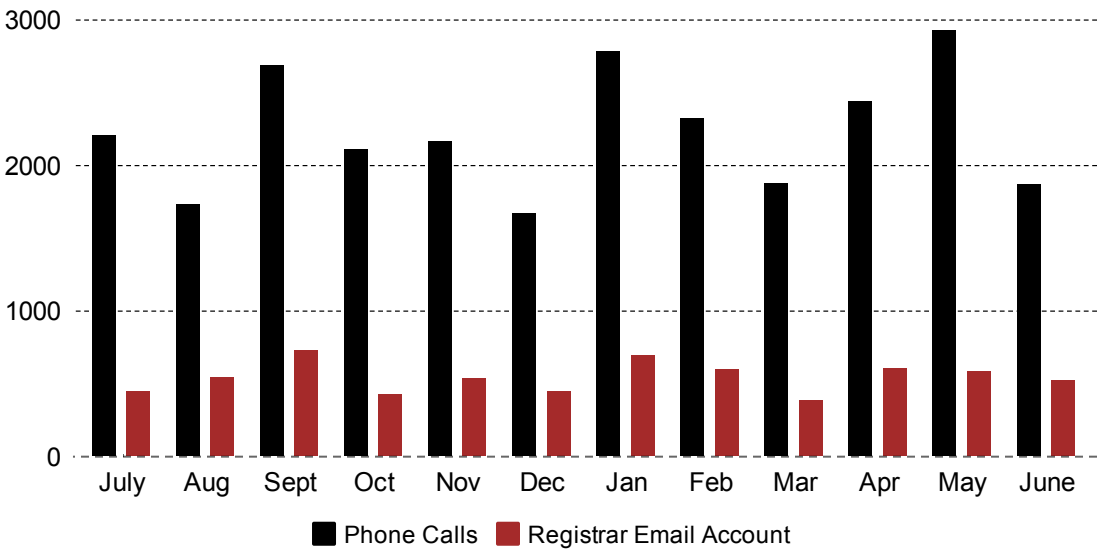
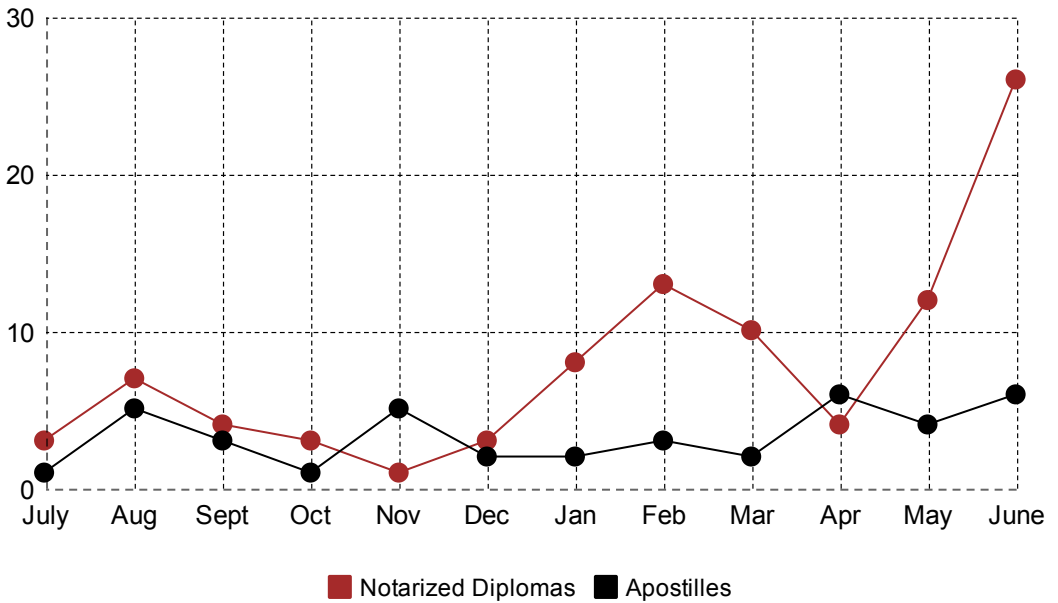


Grade Changes

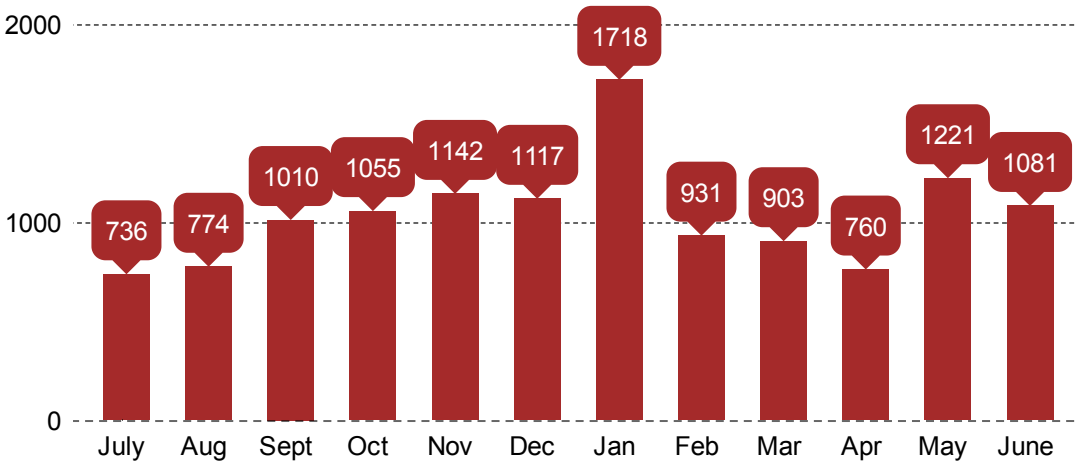


Electronic Diplomas

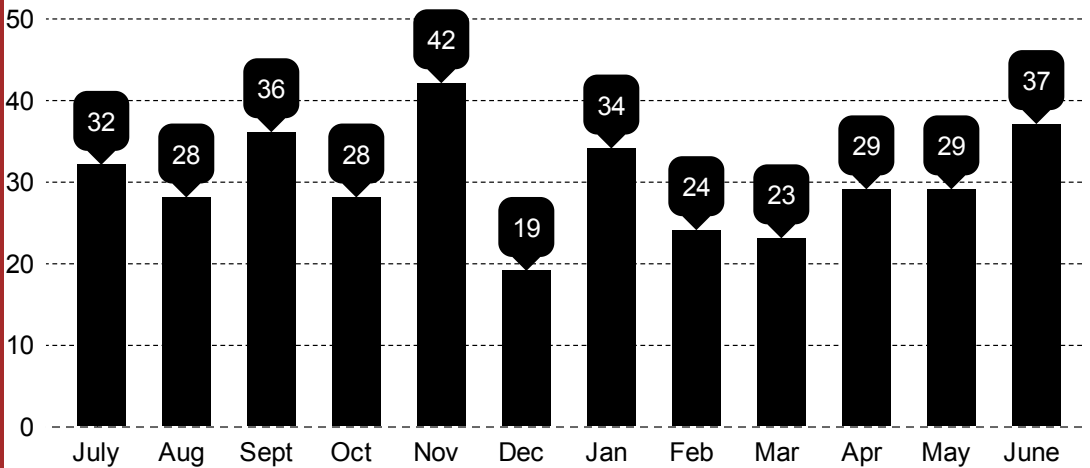




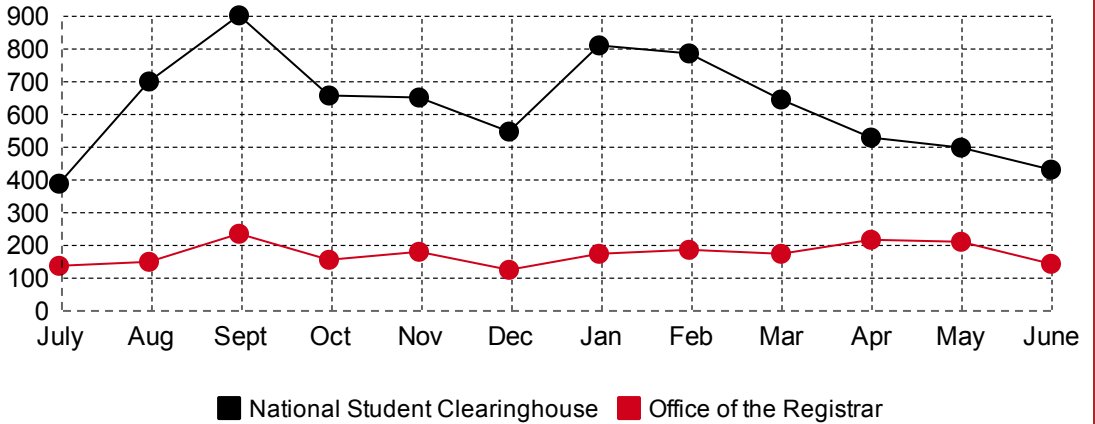
Transcripts - National Student Clearinghouse



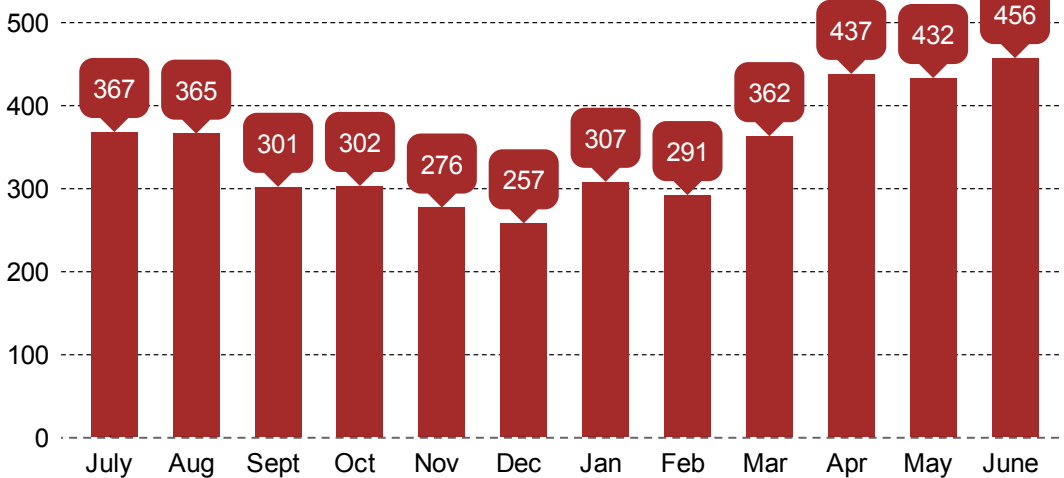
Transcripts - Office of the Registrar



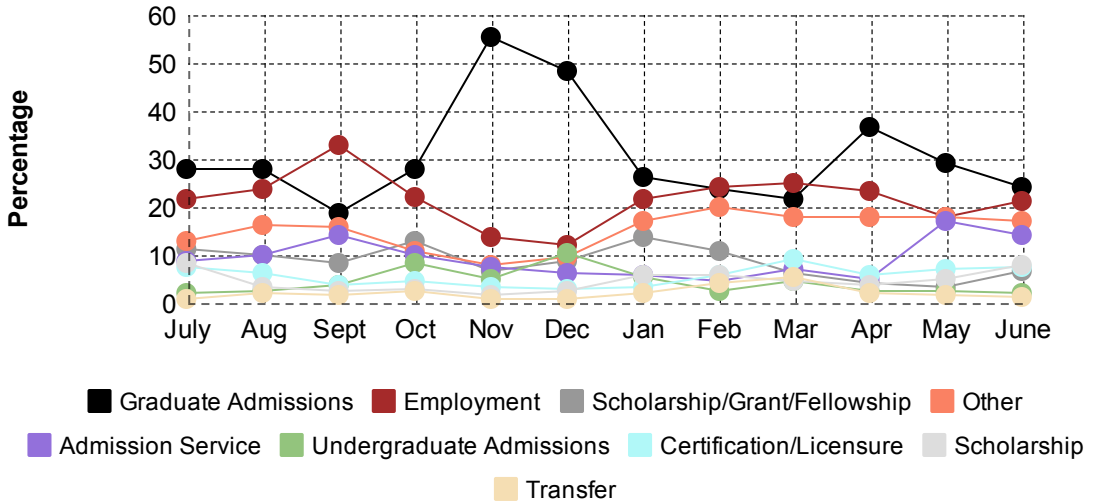
Enrollment Verifications



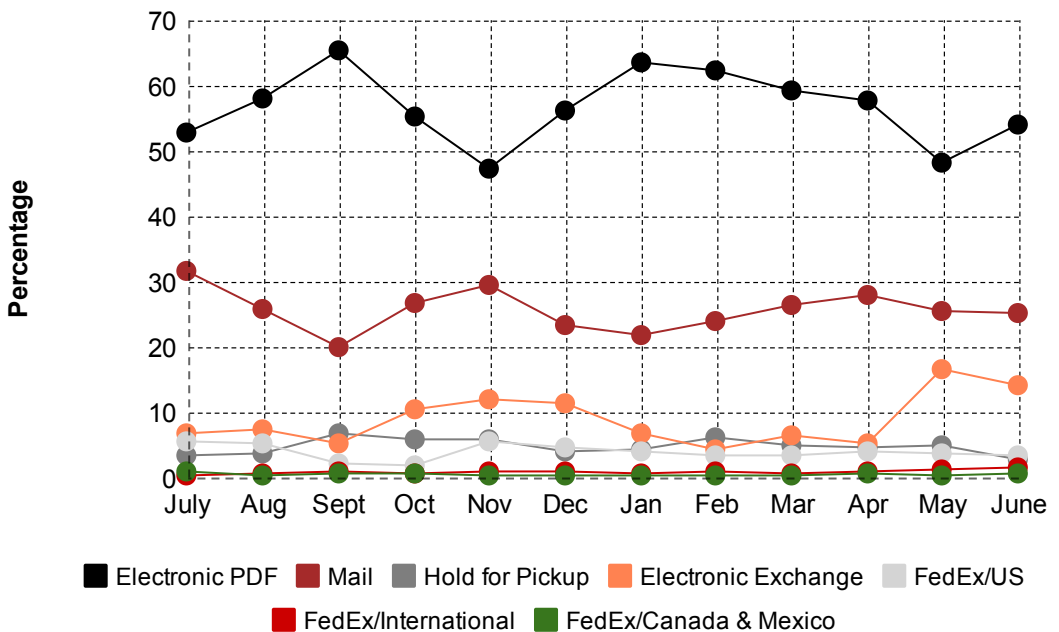
Degree Verifications - National Student Clearinghouse

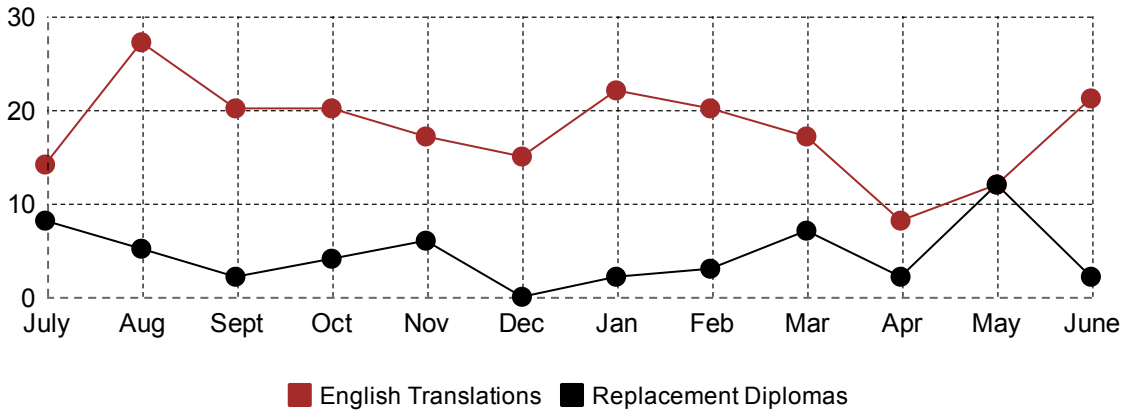


TRANSCRIPT PURPOSE

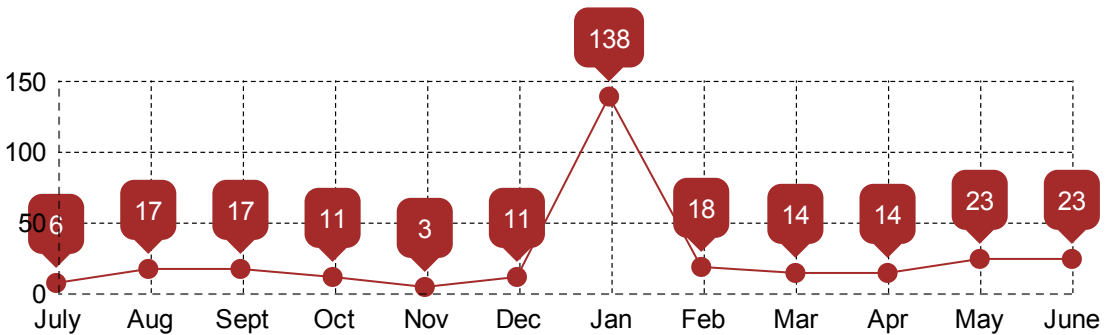


DELIVERY METHOD

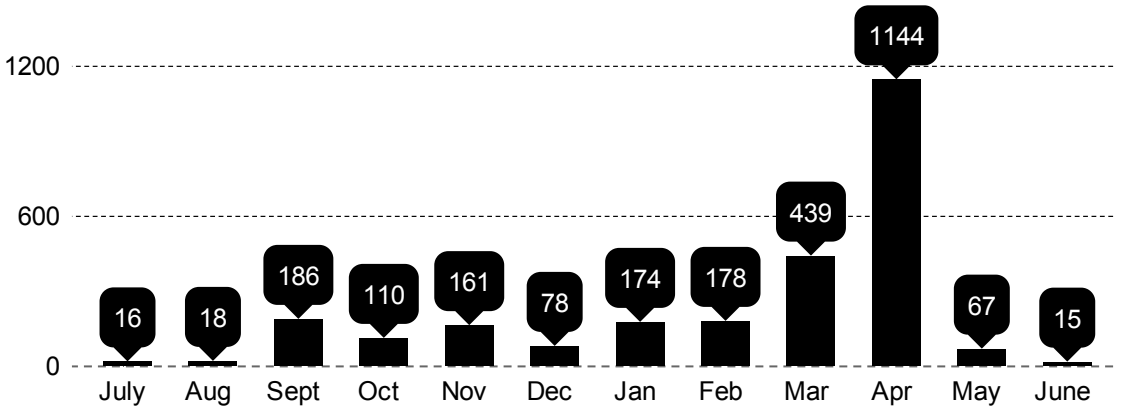


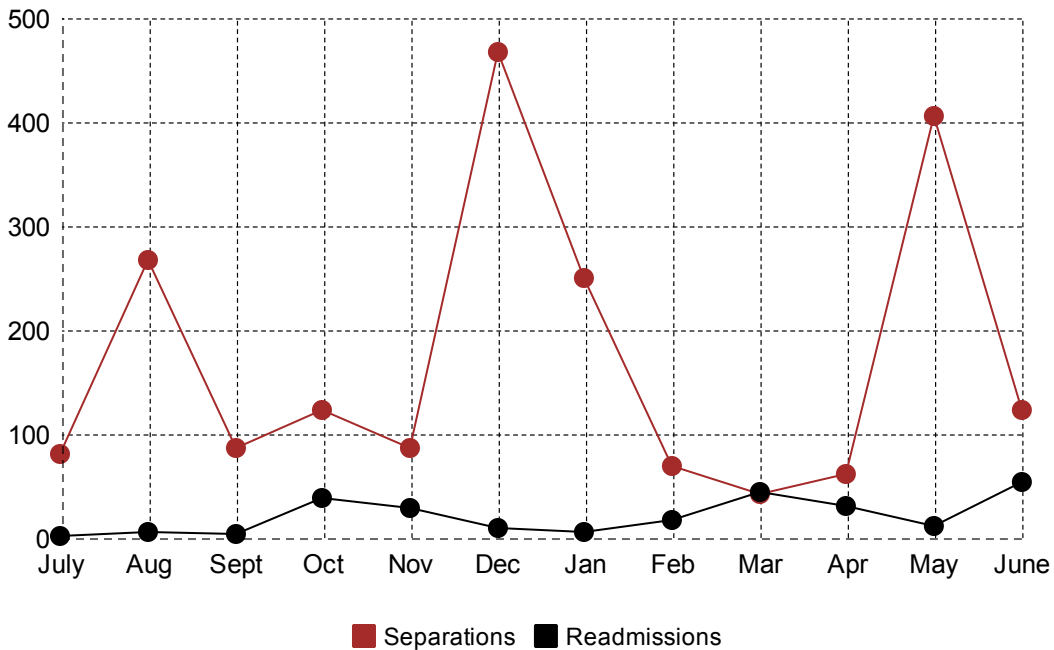
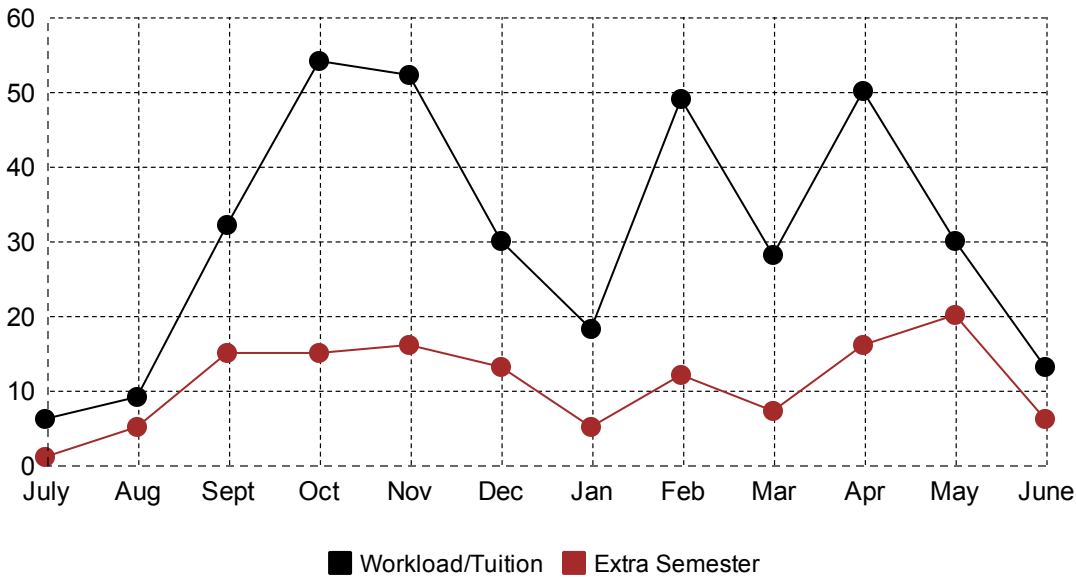


Letters of Completion

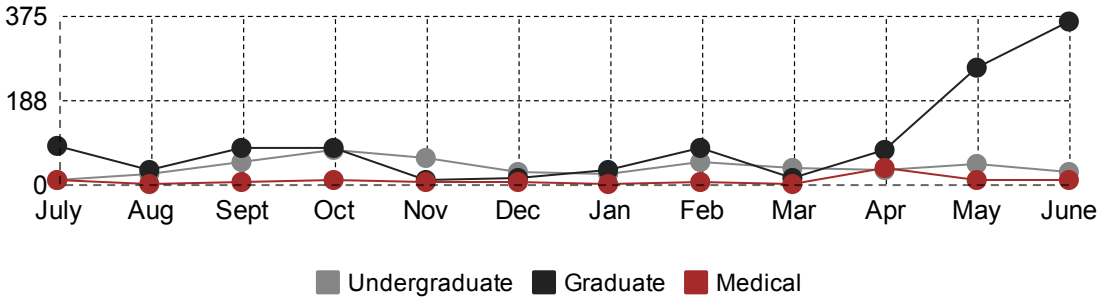


Undergraduate Concentration Changes

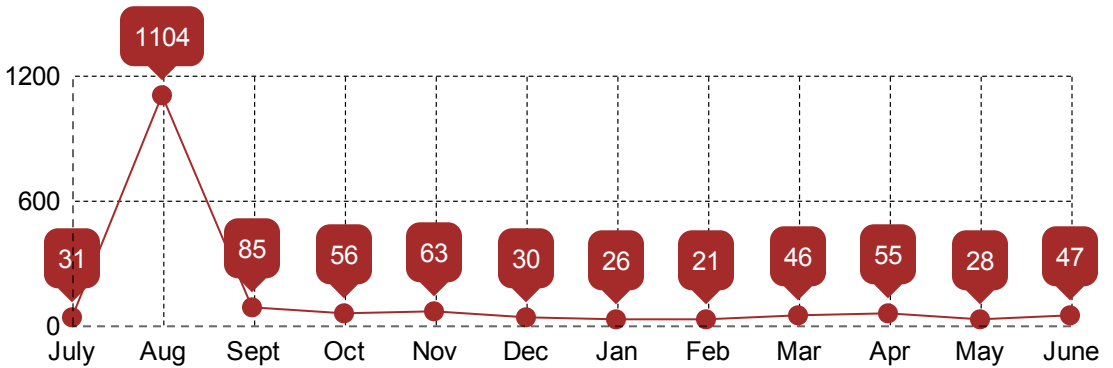




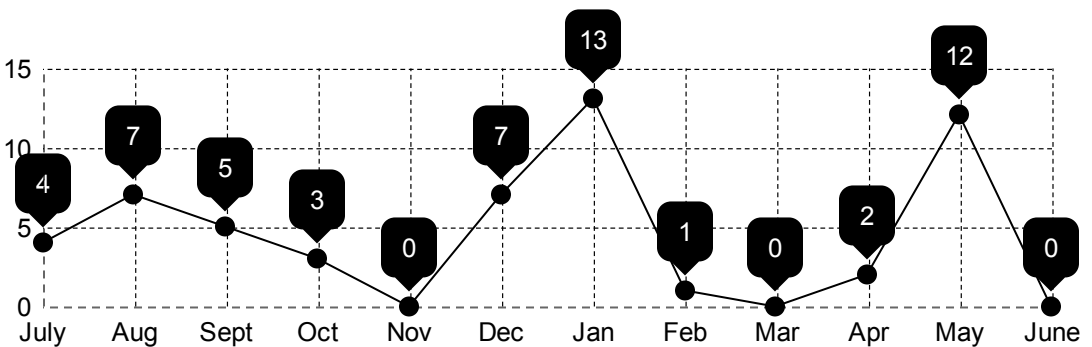
Tuition Changes



Undergraduate Transfer Credit Evaluations

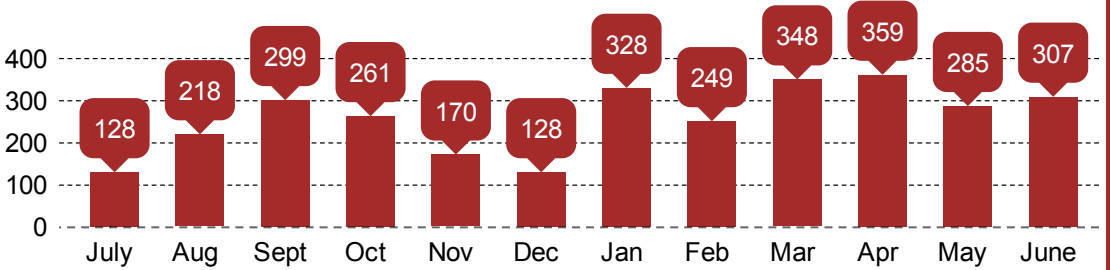


Graduate Transfer Credit Evaluations

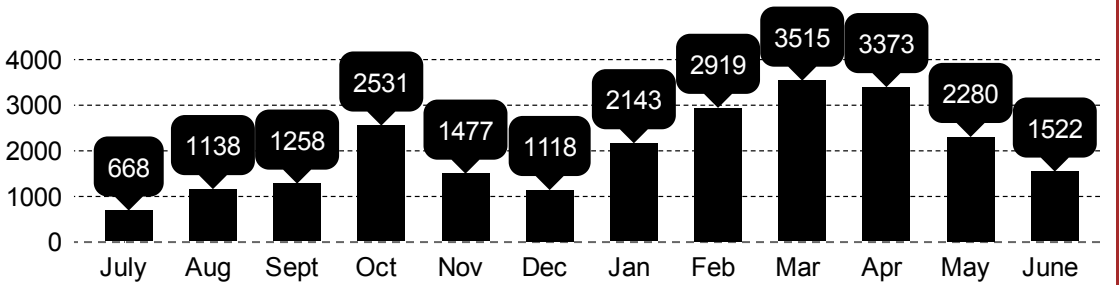


UNIVERSITY SCHEDULING

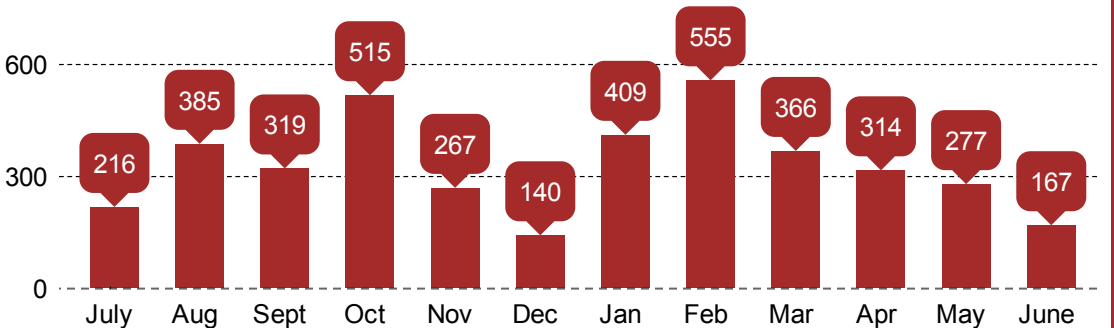
Scheduling Email Account



Event Scheduling - Confirmed

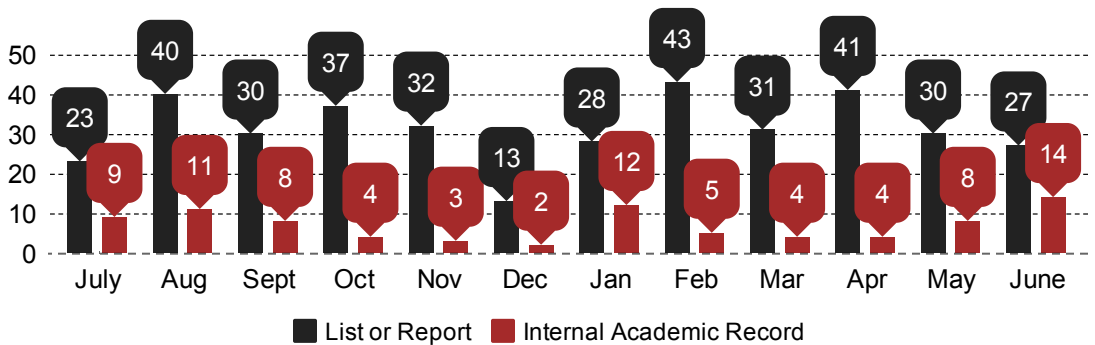


Event Scheduling - Cancelled/Denied



SYSTEMS PROJECTS

Data Requests



COMPLETED SYSTEMS PROJECTS

1. CHOSEN/PREFERRED NAME – ALANNA BOTTS, PROJECT LEAD, 10 WEEKS

- ALLOW ACTIVELY ENROLLED DEGREE SEEKING STUDENTS THE CAPABILITY TO CREATE A CHOSEN NAME ONCE A TERM AS WELL. THEY WILL ALWAYS HAVE THE ABILITY TO DELETE OR CHANGE THEIR TRANSCRIPT NAME AT ANY POINT BACK TO THEIR LEGAL NAME.

2. BANNER UPGRADE – CHRIS BEATTIE, PROJECT LEAD, 11 WEEKS

- UPDATE BANNER 8 COMPONENTS AND INSTALL BANNER XE COMPONENTS AS REQUIRED TO SUPPORT ONGOING FUNCTIONALITY, AND IN PREPARATION FOR THE UPGRADE TO BANNER 9 (XE) SUMMER 2018.

3. AUDIT TABLE FOR CHOSEN/PREFERRED NAME – CHRIS BEATTIE, PROJECT LEAD, 2 WEEKS

- CREATION OF AN AUDIT TABLE IN THE ODS THAT ALLOWS THE CHOSEN/PREFERRED NAME TO BE REPORTABLE.

4. BANNER TABLE REFRESH – CHRIS BEATTIE, PROJECT LEAD, 11 WEEKS

- CREATION OF A NIGHTLY REFRESH OF SWACLER/SWACLEM TO UPDATE TABLES FOR STUDENT REGISTRATION STATUS (RE) WHEN A COURSE IS ADDED AFTER THE SWACLER RECORD HAS BEEN CREATED. THIS WILL CATCH ANY CHANGES IN STUDENT REGISTRATION THAT MIGHT AFFECT THEIR GRADUATION STATUS.

5. COURSE PROPOSAL MODIFICATION FOR COURSE ATTRIBUTES – SHERRY GUBATA, PROJECT LEAD, 12 WEEKS

- NEED TO PREVENT THE YCO1/YCO2 COURSE ATTRIBUTES FROM DELETION WHEN A CHANGE IS MADE TO THE COURSE CATALOG ATTRIBUTE RECORD AND PUSHED TO BANNER THROUGH AN ONLINE COURSE PROPOSAL.

6. COURSE PROPOSAL MODIFICATION FOR CURRICULAR PROGRAMS – SHERRY GUBATA, PROJECT LEAD, 5 WEEKS

- THE CURRICULAR PROGRAM DPLL (DIVERSITY PERSPECTIVES IN LIBERAL LEARNING) IS BEING DISCONTINUED, AND A NEW ONE DIAP (DIAP-RACE, GENDER, & INEQUALITY) BEING ADDED EFFECTIVE 201800. DPLL SHOULD NO LONGER BE AVAILABLE FOR CHOOSING IN COURSE PRO EFFECTIVE IMMEDIATELY, BUT DIAP WOULD NOT BE AVAILABLE UNTIL SUMMER 2018.

7. DEPARTMENTAL REPORT UPDATES/ADDITIONS – ALANNA BOTTS, PROJECT LEAD, 20 WEEKS

- UPDATE AND CREATE NEW REPORTS IN COGNOS FOR DEPARTMENT MANAGERS. ADDITIONS INCLUDE RACE/ETHNICITY, SEX, CONFIDENTIALITY INDICATOR, HISTORICALLY UNDERREPRESENTED GROUPS AND FIRST GENERATION STUDENTS.

8. CERTIFICATE OF COMPLETION REPORT – CHRIS BEATTIE, PROJECT LEAD, 5 WEEKS

- CREATE A COGNOS REPORT, IN COLLABORATION WITH THE BUSINESS INTELLIGENCE TEAM, TO GENERATE ALL CERTIFICATE OF COMPLETIONS AUTOMATICALLY FOR STUDENTS AT ALL LEVELS.

9. APPLICATION TO GRADUATE MODIFICATIONS – CHRIS BEATTIE, PROJECT LEAD, 6 WEEKS

- ADD NEW FIELDS INTO THE APPLICATION TO GRADUATE, SUCH AS NAME PRONUNCIATION, AND ACCOMMODATE THEM INTO THE ODS.

10. AUDIT TABLE FOR SWAPRFN – CHRIS BEATTIE, PROJECT LEAD, 6 WEEKS

- CREATION OF AUDIT TABLE IN BANNER TO MONITOR WHEN CHANGES HAVE BEEN MADE AND BY WHOM.

11. COURSE CART INTO ODS – ALANNA BOTTS, PROJECT LEAD, 2 WEEKS

- ADD COURSES@BROWN COURSE CART DATA INTO THE ODS FOR REPORTING PURPOSES.

12. EXECUTIVE MASTER COURSE PROPOSALS – SHERRY GUBATA, PROJECT LEAD, 5 WEEKS

- AUTOMATICALLY GENERATE THE EXECUTIVE MASTER TERM CODE IN COURSE PROPOSAL IF THE USER SELECTS AN EM SUBJECT CODE.

13. FIRST YEAR SEMINAR LIMIT CHANGE – SHERRY GUBATA, PROJECT LEAD, 3 WEEKS

- UPDATE COURSE OFFERING BUILDER AND COURSE PROPOSAL WITH THE MAXIMUM ENROLLMENT LIMIT OF 19 FOR ANY COURSE WITH THE 'FYS' ATTRIBUTE.

14. CURRICULAR PROGRAM ADDITION – SHERRY GUBATA, PROJECT LEAD, 2 WEEKS

- ADD THE NEW CURRICULAR PROGRAM, CBLR: COMMUNITY-BASED LEARNING & RESEARCH, AS AN OPTION IN COURSE PROPOSAL.

15. ENGLISH TRANSLATIONS REPORT – CHRIS BEATTIE, PROJECT LEAD, 7 WEEKS

- DEVELOP A COGNOS REPORT AND SUPPORT EXTERNAL DATA TABLES TO GENERATE ENGLISH DIPLOMA TRANSLATIONS USING THE REPORT.

16. MODIFICATION TO CERTIFICATE OF COMPLETION REPORT – CHRIS BEATTIE, PROJECT LEAD, 10 WEEKS

- MODIFY PROMPT PAGE FOR USER AND MAKE AVAILABLE TO EXPANDED BROWN STAFF.

17. LYNX INTERFACE LOAD TEST – DARLENE WILLIAMSON, PROJECT LEAD, 2 WEEKS

- POINT 25LIVE TEST TO BANNER LOAD TEST ENVIRONMENT AND SIMULATE A START OF TERM TO TEST HOW THE CONSTANT LYNX UPDATES WILL HANDLE THAT VOLUME OF DATA.

18. LYNX INTERFACE INSTALLATION – DARLENE WILLIAMSON, PROJECT LEAD, 2 WEEKS

- REACTIVATE LYNX USER INTO PRODUCTION AND POINT TO 25LIVE PRODUCTION. LYNX IS NOW OUR ACTIVE INTERFACE BETWEEN BANNER AND 25LIVE FOR ALL FUTURE TERMS.

19. ROOM ASSIGNMENT FUNCTIONALITY – SHERRY GUBATA, PROJECT LEAD, 27 WEEKS

- REMOVE MEETING TIME ROW IN INB IF A COURSE HAS BEEN CANCELLED. THIS WILL ALLOW FOR THE DEPARTMENT SPACE TO BECOME AVAILABLE AGAIN FOR USE IN THE COURSE OFFERING BUILDER.