



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.



2018-2019

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

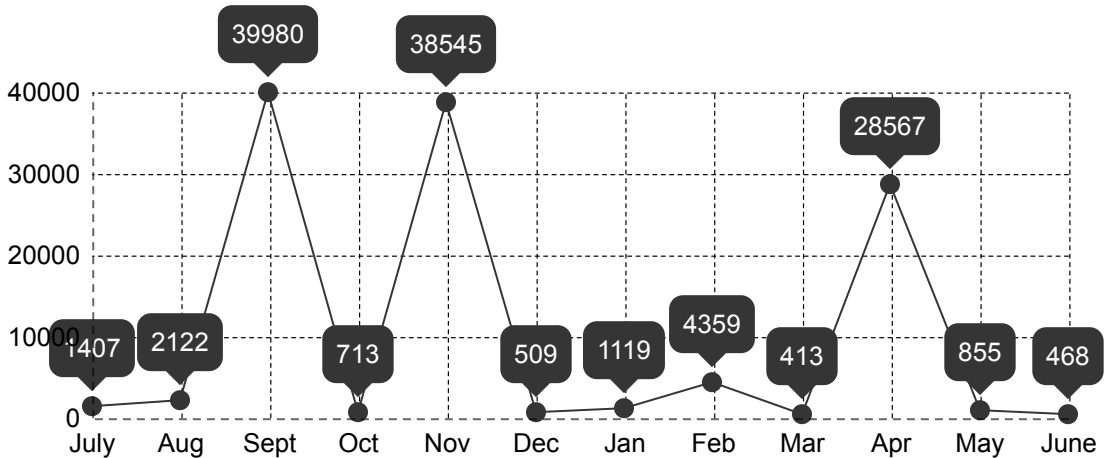
NEW HIRE

DANIELLE ADAMS - UNIVERSITY SCHEDULER (JULY 2018)

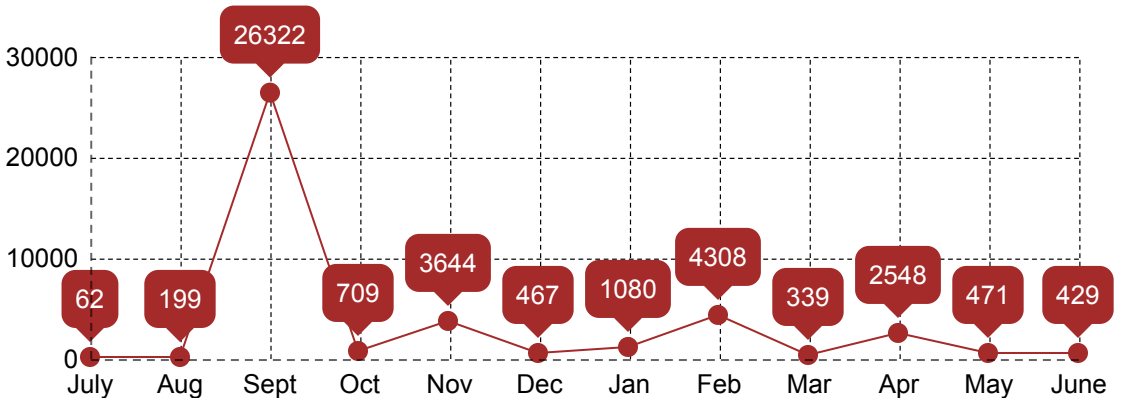
ENROLLMENT SERVICES

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.

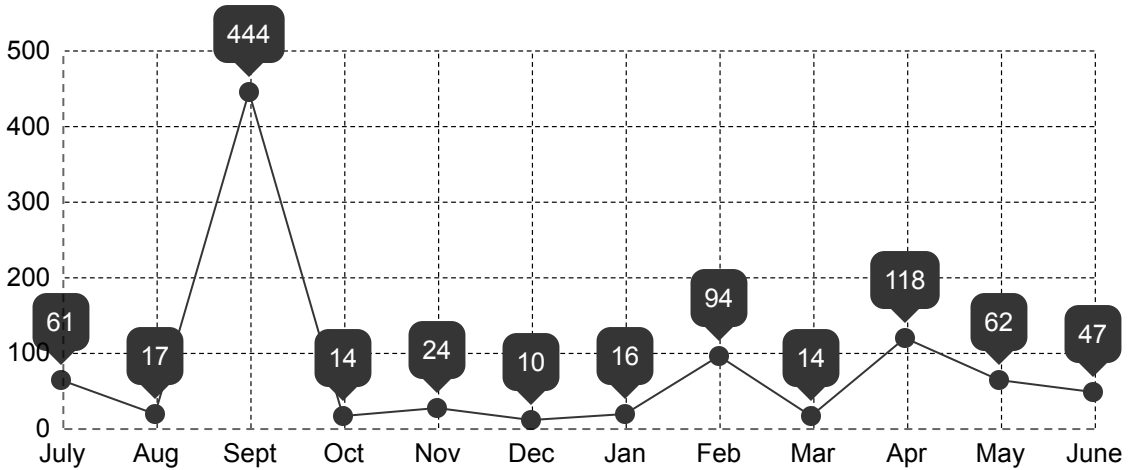
Registration Adds



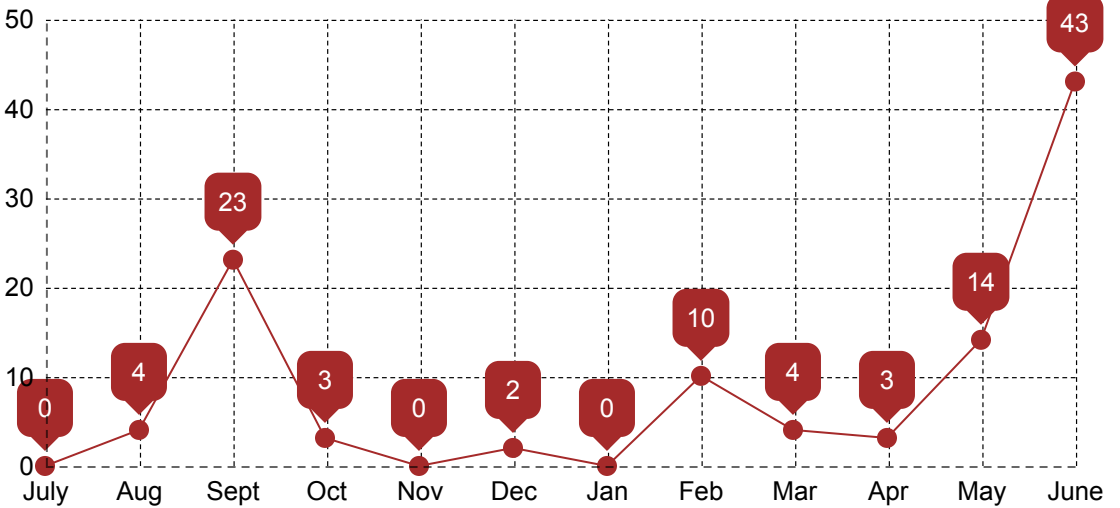
Registration Drops



Non-Degree Student Adds



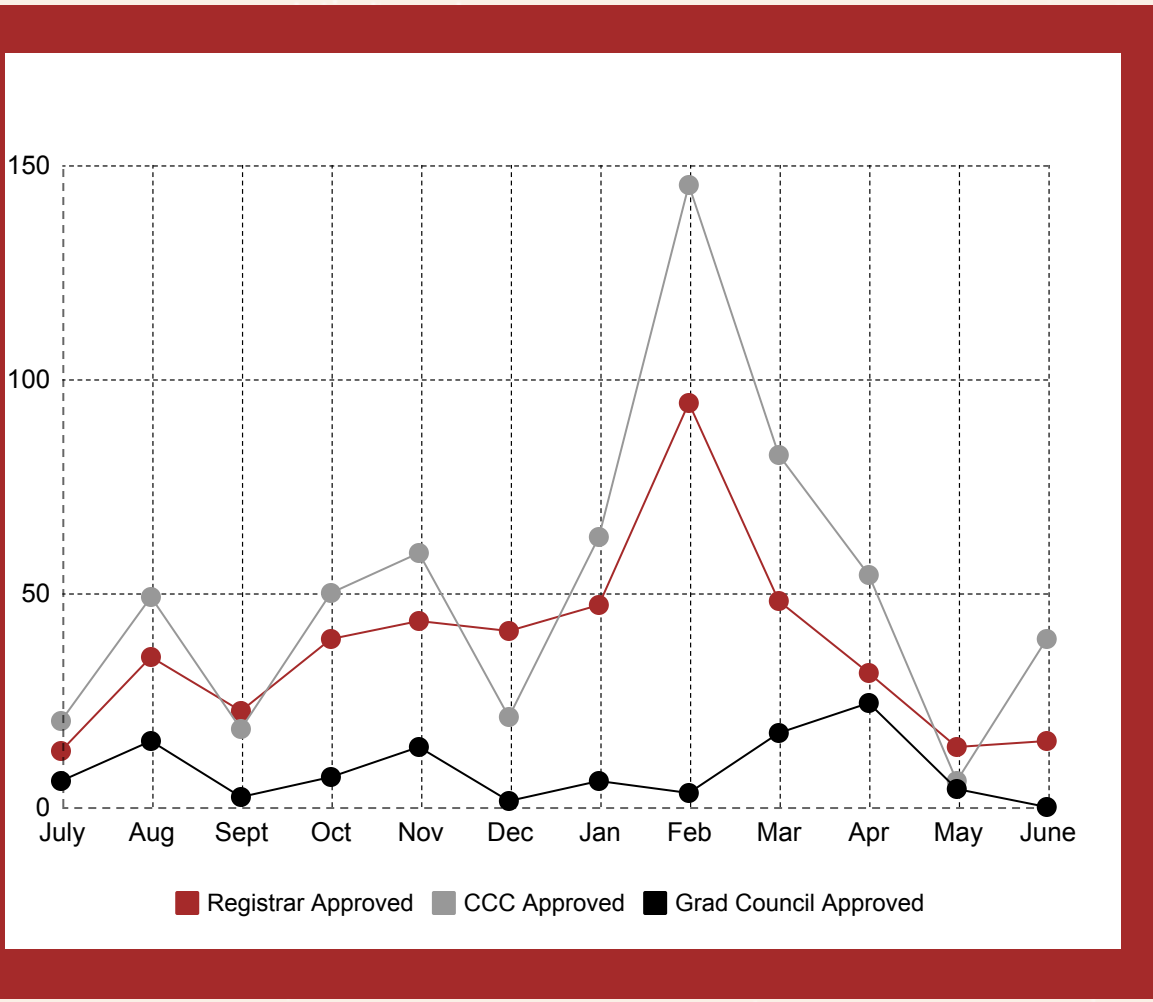
Non-Degree Student Drops



COURSE MAINTENANCE

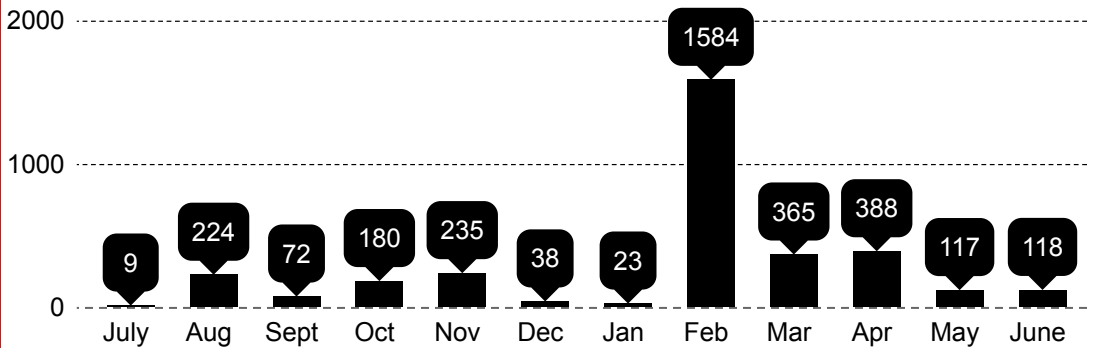
THE OFFICE OF THE REGISTRAR COORDINATES THE COURSE PROPOSAL PROCESS FOR ALL NEW AND MODIFIED COURSES.

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.

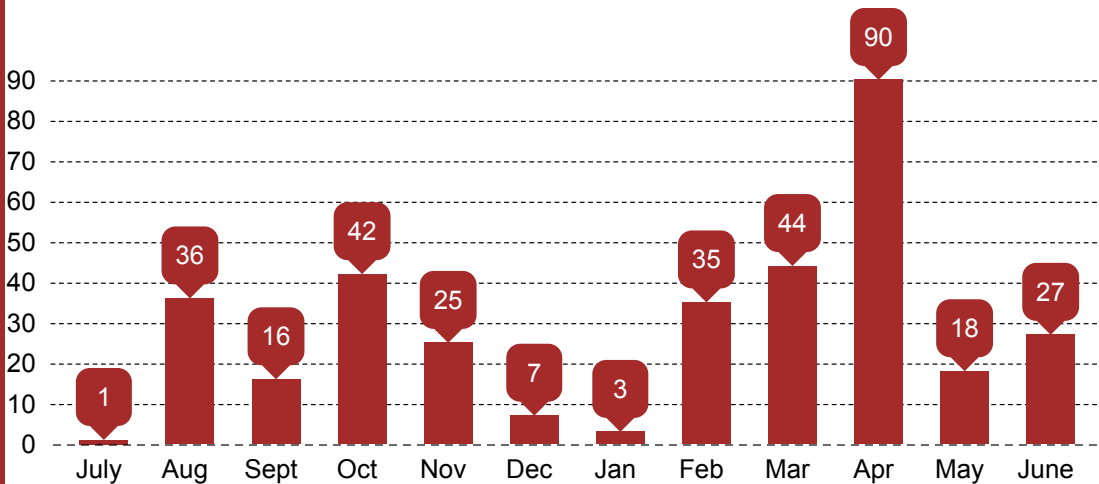


THE OFFICE OF THE REGISTRAR WORKS WITH THE ACADEMIC DEPARTMENTS TO CREATE COURSE OFFERINGS FOR THE CURRENT AND UPCOMING ACADEMIC YEARS THROUGH THE COURSE OFFERING BUILDER.

Approved Courses

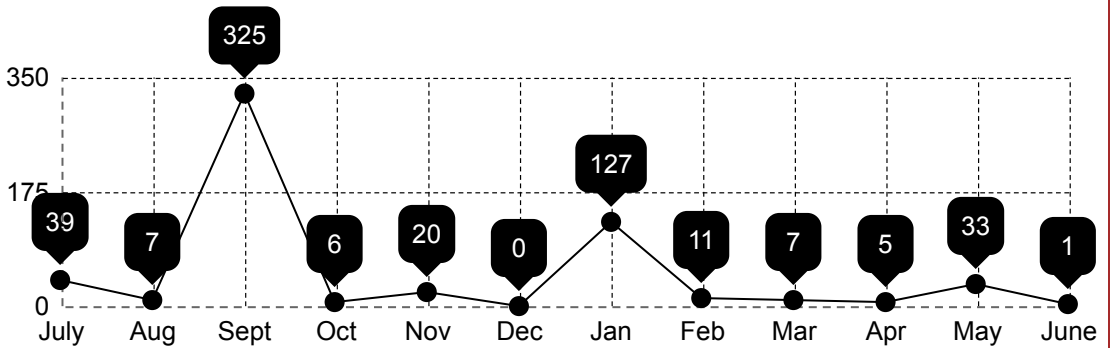


Cancelled Courses

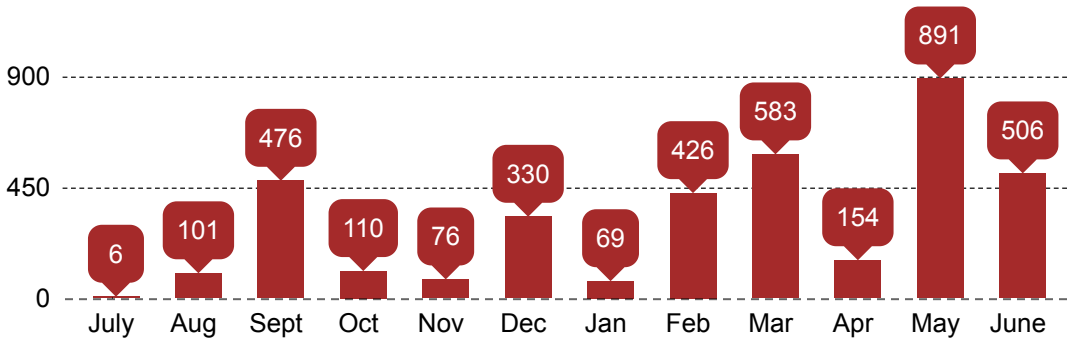


STUDENT RECORD TRANSACTIONS

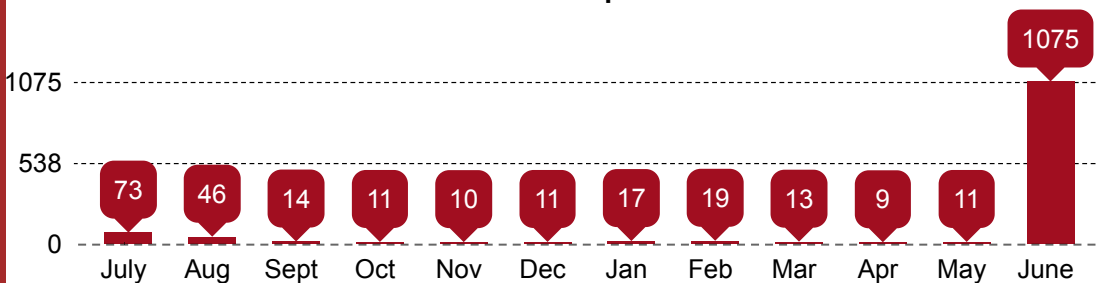
Processing of Non-Degree Students

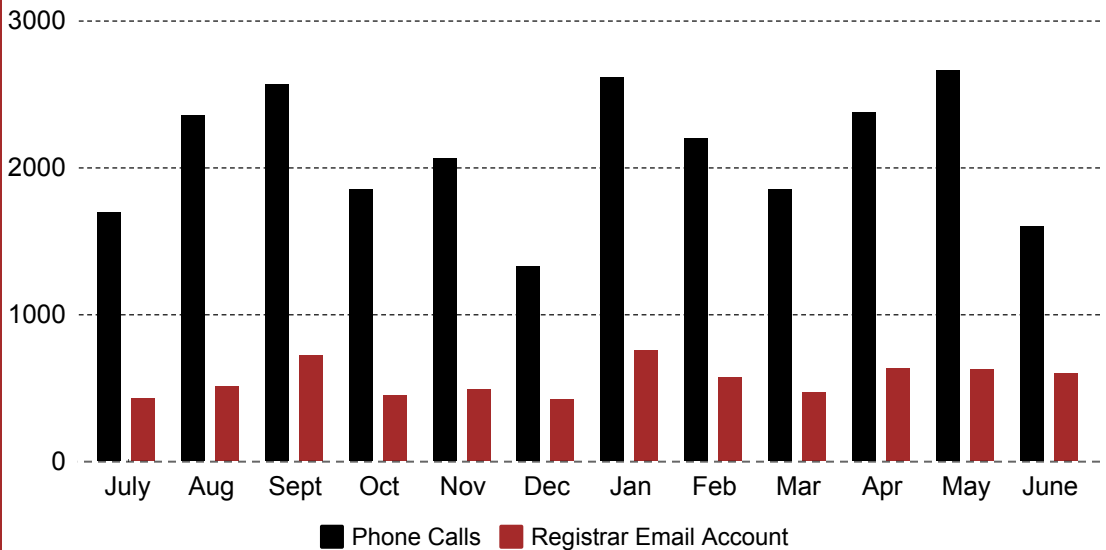
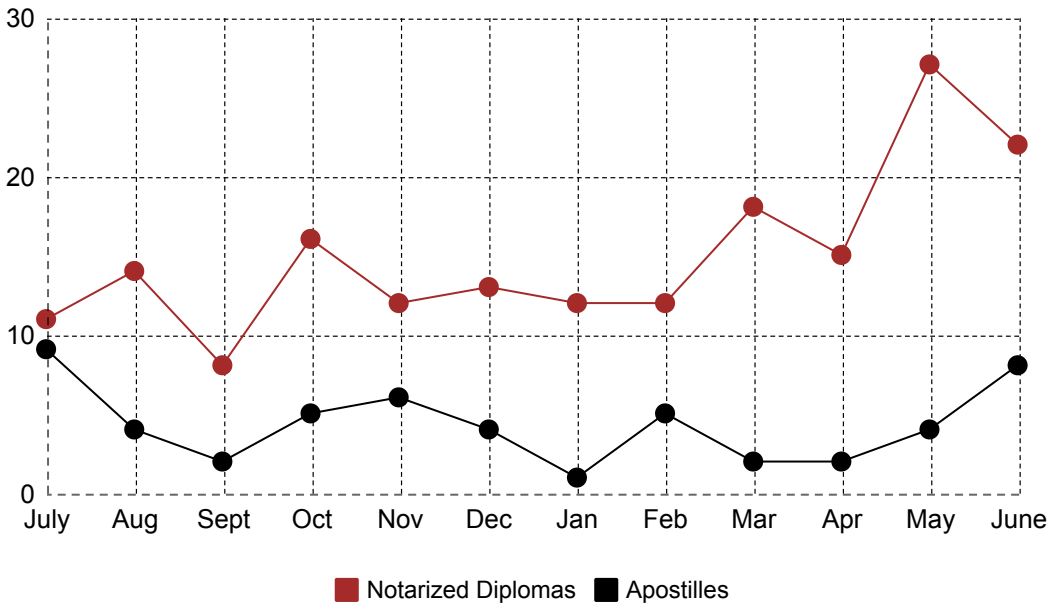


Grade Changes

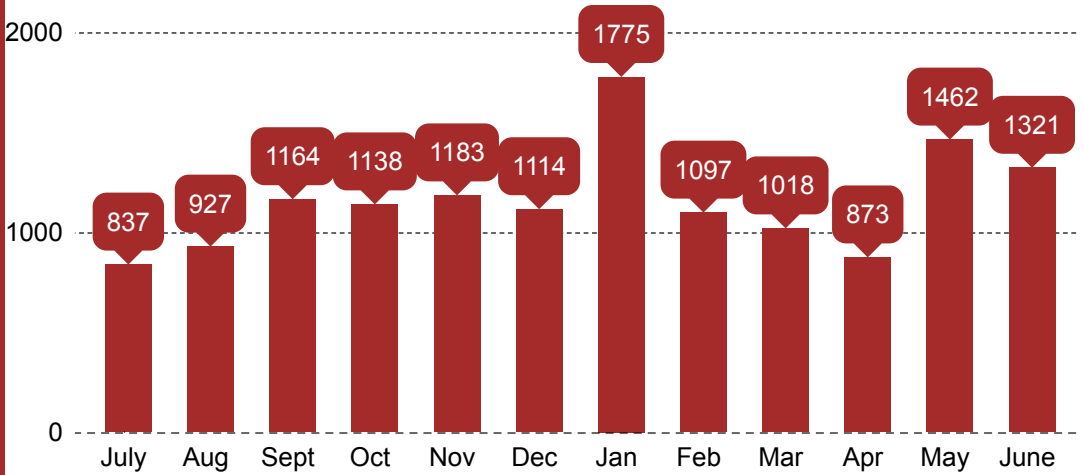


Electronic Diplomas

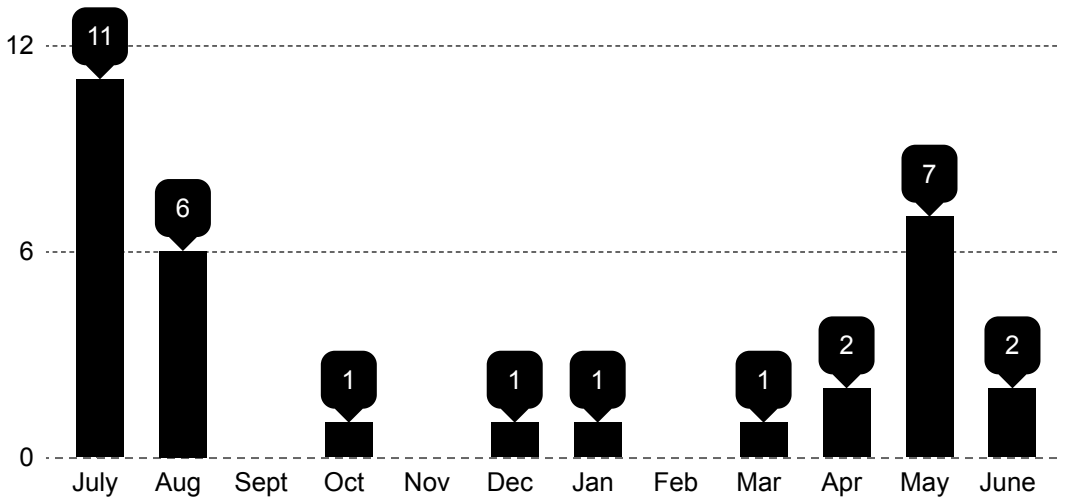




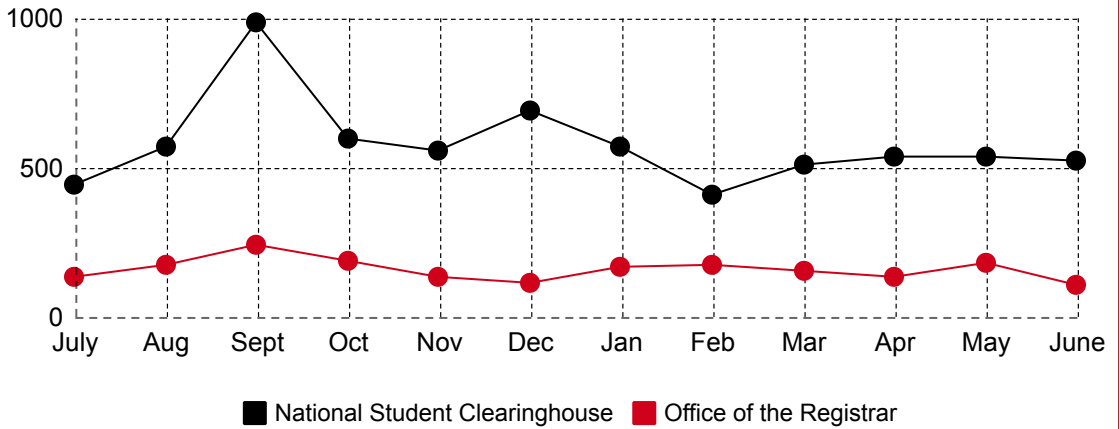
Transcripts - National Student Clearinghouse



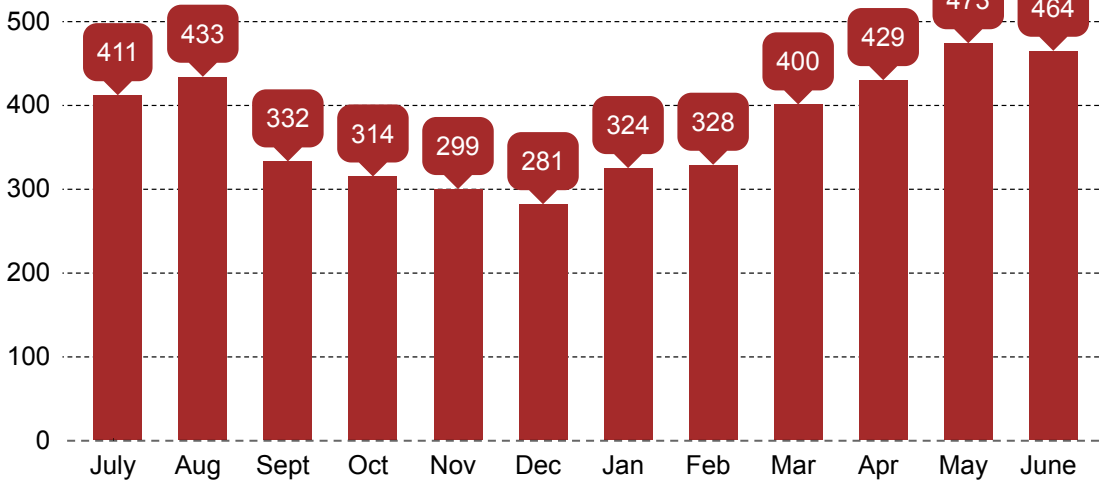
Transcripts - Office of the Registrar



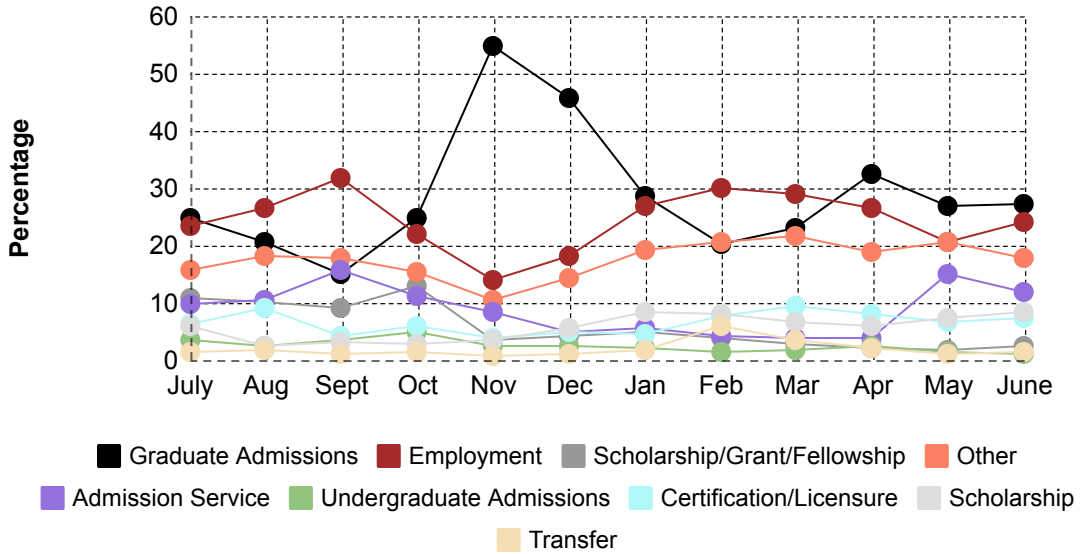
Enrollment Verifications



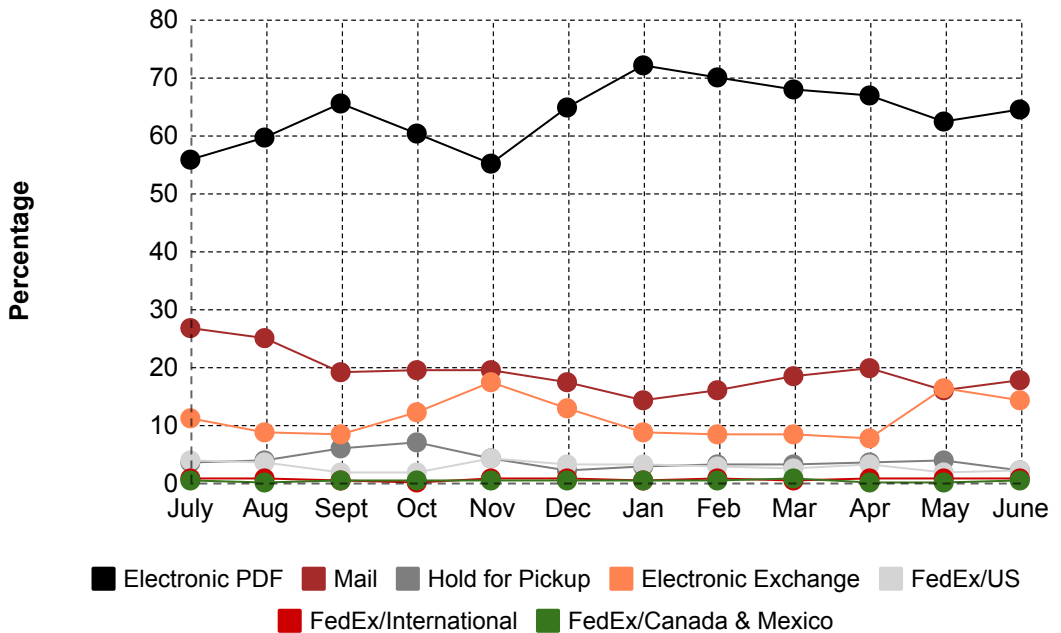
Degree Verifications - National Student Clearinghouse

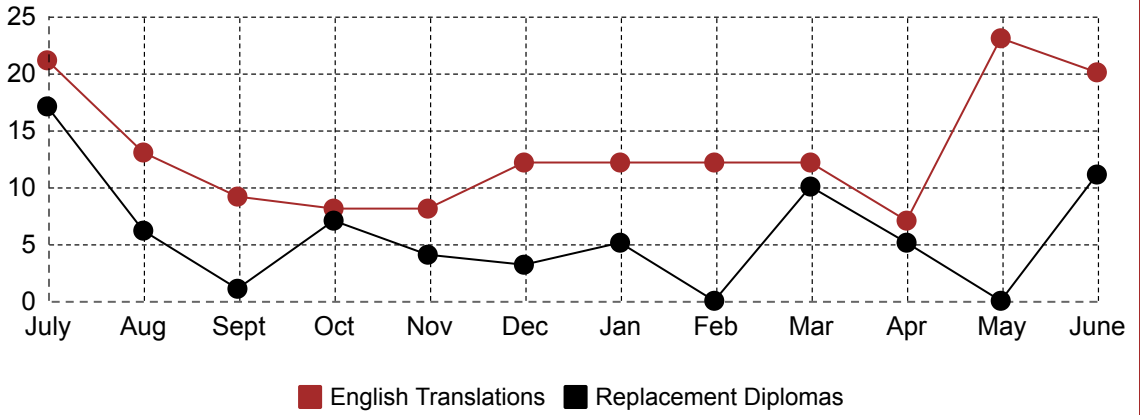


TRANSCRIPT PURPOSE

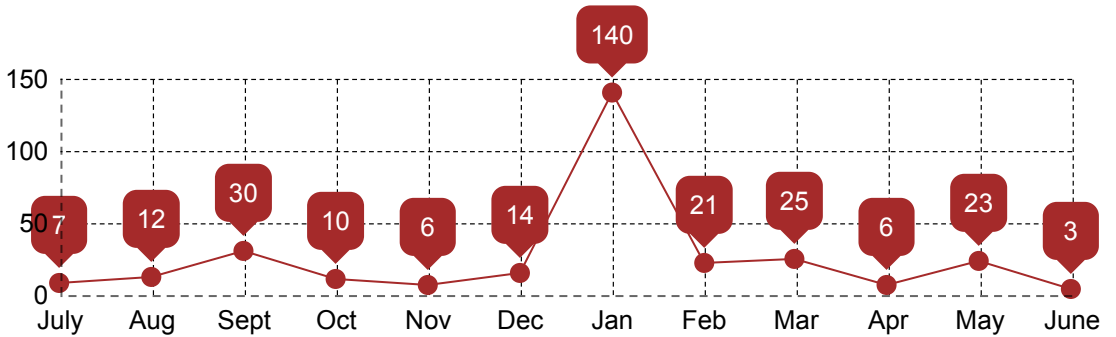


DELIVERY METHOD

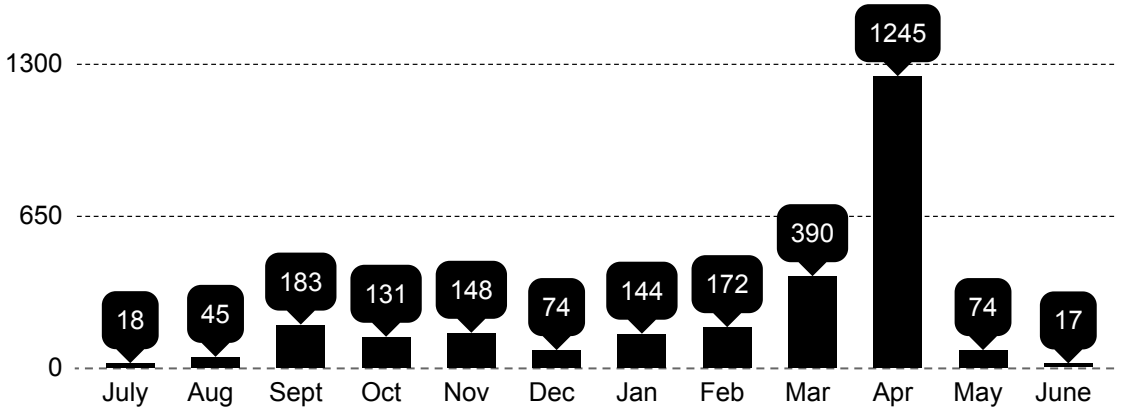


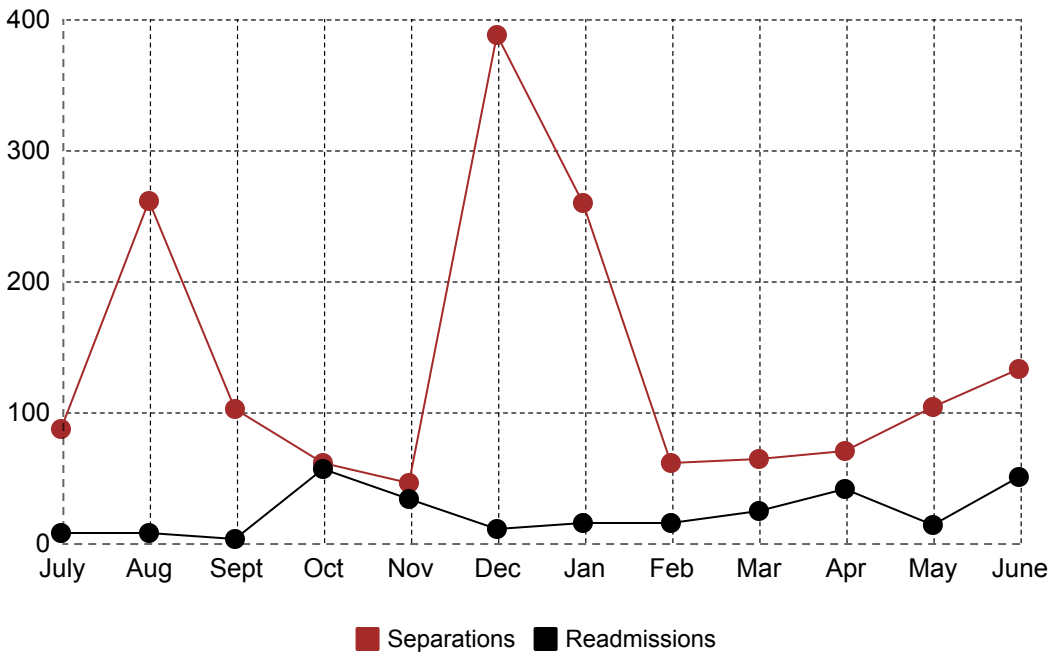
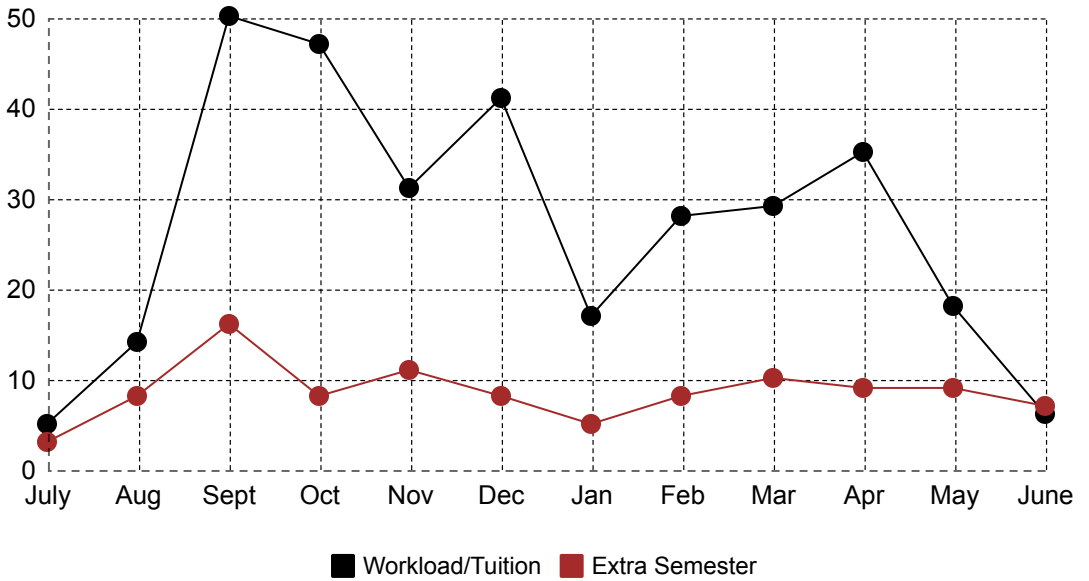


Letters of Completion

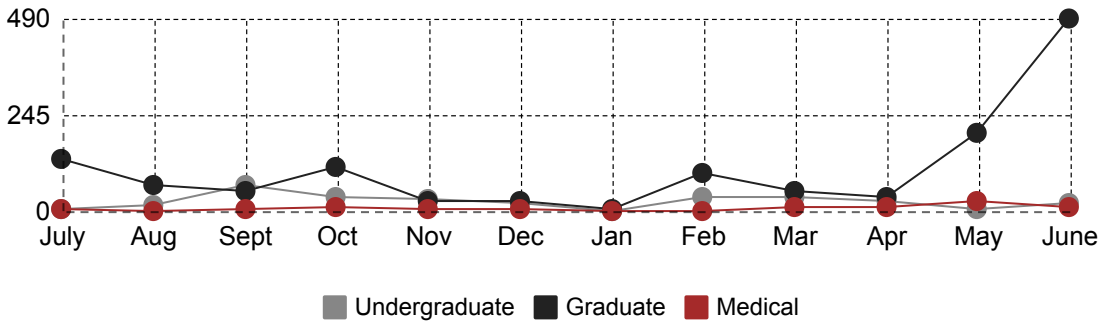


Undergraduate Concentration Changes

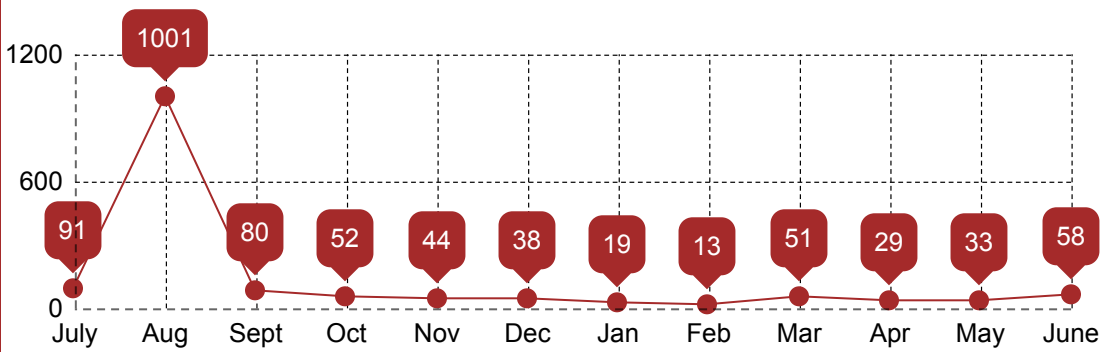




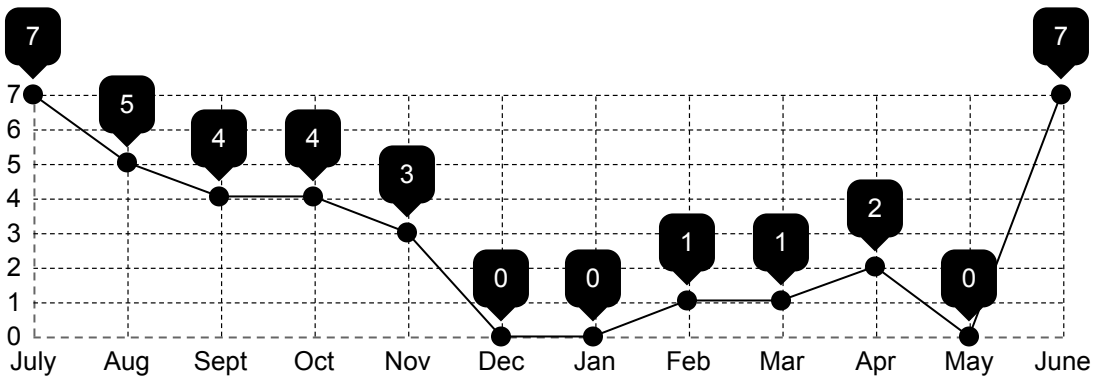
Tuition Changes



Undergraduate Transfer Credit Evaluations

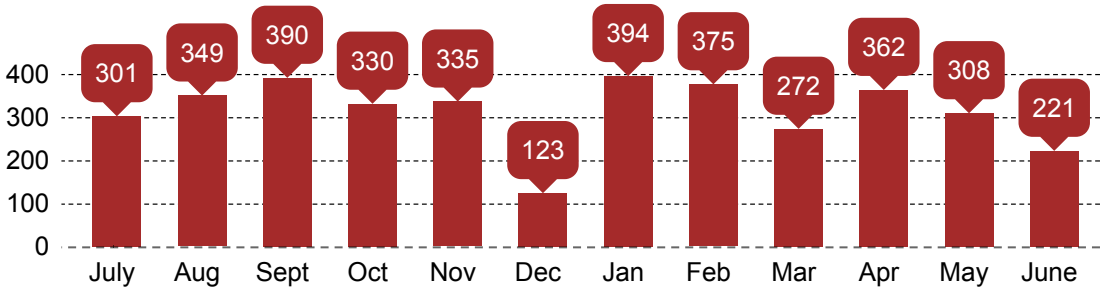


Graduate Transfer Credit Evaluations

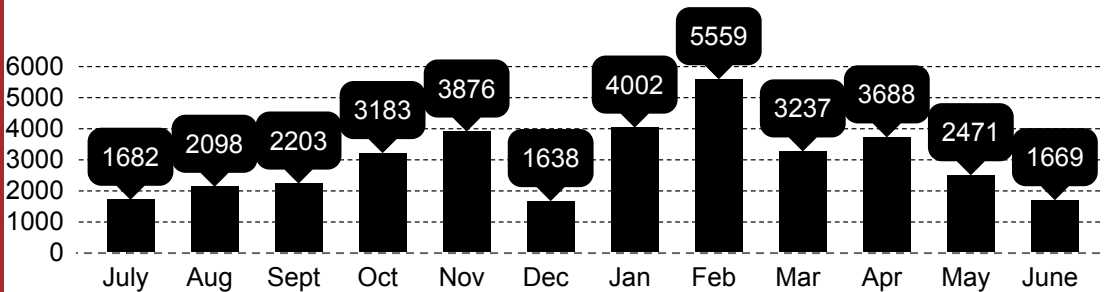


UNIVERSITY SCHEDULING

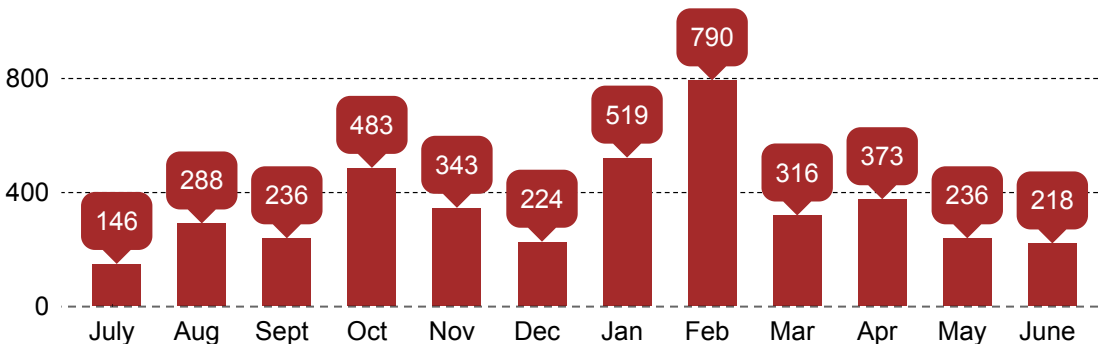
Scheduling Email Account



Event Scheduling - Confirmed

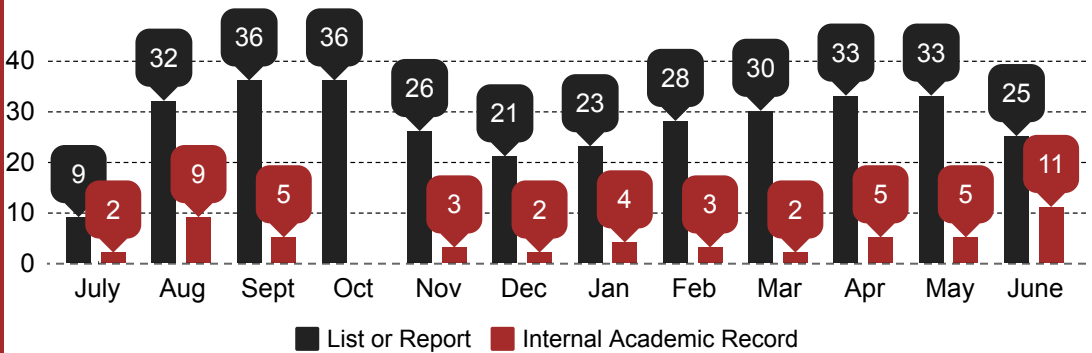


Event Scheduling - Cancelled/Denied



SYSTEMS PROJECTS

Data Requests



COMPLETED SYSTEMS PROJECTS

1. COGNOS ANALYTICS UPGRADE – CHRIS BEATTIE, ALANNA BOTTS, SHERRY GUBATA, PROJECT LEADS, 18 WEEKS

2. BANNER 9 – CHRIS BEATTIE, PROJECT LEAD, 20 WEEKS

3. DROP PIN FOR STUDENTS ON SERIOUS WARNING – CHRIS BEATTIE AND SHERRY GUBATA, PROJECT LEADS, 34 WEEKS

- A NEW ADVISING PIN WILL BE ASSIGNED TO CURRENT STUDENTS WHO ARE ON SERIOUS ACADEMIC WARNINGS SO THEY CANNOT DROP A CLASS DURING THE LAST FOUR WEEKS OF THE TERM WITHOUT SPEAKING TO AN ADVISOR AND PROCURING THE PIN.

4. APPLICATION TO GRADUATE MODIFICATION – CHRIS BEATTIE, PROJECT LEAD, 2 WEEKS

- ADD PHONETIC SPELLING AS AN OPTIONAL FIELD IN THE UNDERGRADUATE APPLICATION TO GRADUATE IN SELF-SERVICE BANNER.

5. ADD A BLOCK FOR REASON CODE CA TO GRADE CHANGE APPLICATION – SHERRY GUBATA, PROJECT LEAD, 25 WEEKS

6. TRAN NAME UPDATE PREVENTION – CHRIS BEATTIE, PROJECT LEAD, 7 WEEKS

- TO PREVENT A TRAN NAME FROM BEING UPDATED WHEN AN UNDERGRADUATE STUDENT COMPLETES A GRADUATE SCHOOL ADMISSION APPLICATION.

7. C@B ENHANCEMENT FOR OVERRIDE REQUESTS FUNCTIONALITY – SHERRY GUBATA, PROJECT LEAD, 18 WEEKS

- CREATE ABILITY FOR STUDENTS TO REQUEST OVERRIDES THROUGH C@B AND ADD FUNCTIONALITY FOR INSTRUCTORS TO REVIEW AND APPROVE OR DENY. ADDITIONALLY, THE REQUEST LIST CAN BE USED AS A WAITLIST FOR FACULTY TO REVIEW THE REQUESTS.

8. BUILD SPACES IN 25LIVE AND BANNER – DARLENE WILLIAMSON, PROJECT LEAD, 12 WEEKS

- CREATE NEW SECURITY ROLES AND TRAIN SCHEDULERS FROM THE ANNENBERG INSTITUTE, THE CARNEY INSTITUTE, THE CENTER FOR COMPUTATIONAL AND MOLECULAR BIOLOGY, AND THE EDUCATION DEPARTMENT.

9. AP SCORES PROCESSING -- CHRIS BEATTIE, PROJECT LEAD, 13 WEEKS

- TAKE OVER FROM ADMISSIONS THE AP SCORE RECEIPT AND LOADING INTO BANNER (INSTALL DECRYPTION SOFTWARE, MODIFY RELATED APPWORX CHAIN, MODIFY ACCESS TO APPWORX AND RELATED BANNER FORMS, LEARN AND TRAIN ON RELATED LOADING AND MATCHING PROCESSES)

10. OVERHAUL IB SCORE CODE CONVERSION – CHRIS BEATTIE, PROJECT LEAD, 7 WEEKS

- MODIFY IB SCORE CODE CONVERSION LOGIC TO ACCOMMODATE INCREASED NUMBER OF SUBJECTS

11. SPACE RESERVATION MODIFICATION – DARLENE WILLIAMSON, PROJECT LEAD, 16 WEEKS

- ADD A SECTION ON "MY RESERVATIONS" THAT SHOWS "APPROVED EVENTS IN MY SPACES." ALSO ADD A GOOGLE CALENDAR LINK UNDER SPACE INFORMATION SHOWING ALL EVENTS AND BANNER FED COURSE FOR A GIVEN SPACE.

12. TRACK PRIOR INSTITUTION FOR SPECIAL STUDENTS – CHRIS BEATTIE, PROJECT LEAD, 12 WEEKS

- CREATE ADMISSION REQUEST VALUE AND REPORTS, MODIFY ACCESS FORM, AND INFORM RELEVANT OFFICES ABOUT POLICY AND DATA ENTRY PROCEDURES TO ALLOW FOR REPORTING OF PRIOR INSTITUTION FOR ENROLLED SPECIAL STUDENTS.

13. ASSIGN DEPARTMENT ADMINISTRATIVE STAFF AS INSTRUCTOR TO A CRN LIST FOR OVERRIDE MANAGEMENT – SHERRY GUBATA, PROJECT LEAD, 8 WEEKS

14. BUILD SPACES IN 25LIVE AND BANNER – DARLENE WILLIAMSON, PROJECT LEAD, 12 WEEKS

- CREATE NEW SECURITY ROLES AND TRAIN SCHEDULERS FROM THE SCHOOL OF PROFESSIONAL STUDIES AND ALPERT MEDICAL SCHOOL.

15. BANNER 9 SETUP PAGES– SHERRY GUBATA, PROJECT LEAD, 4 WEEKS

- CREATE FACULTY ADVISOR PAGES TO ELIMINATE HAVING TO REQUEST A PROCESS BE RUN BY CIS.

16. TRANSITION TO 25LIVE PRO – DARLENE WILLIAMSON, PROJECT LEAD, 20 WEEKS

- CREATE TRAINING DOCS AND VIDEOS FOR LAUNCH OF A NEW VERSION OF 25LIVE, 25LIVE PRO. DEVELOP AND LEAD TRAININGS FOR POWER USERS AND SCHEDULERS.

17. ALLOW FOR WORKDAY PREFERRED NAME FOR INSTRUCTORS AND GRADUATE STUDENTS WHO ARE INSTRUCTORS TO DISPLAY IN C@B. – SHERRY GUBATA, PROJECT LEAD, 8 WEEKS