

# OFFICE OF THE REGISTRAR

## Unit Plan: 2009 - 2014

### *Mission and Aspirations*

The mission of the Office of the Registrar is to provide effective academic support services to students, faculty, staff, and alumni with accuracy and integrity, serving as a liaison to support students in achieving their academic goals.

The Office of the Registrar supports the mission of the University in providing the mechanism for high quality courses to be scheduled, graded and recorded on student records. The integrity of the university is guarded by the Office of the Registrar in the clearance of students for graduation. It is the goal of the Office of the Registrar to assist academic colleges and units in policy and process development and enforcement in support of the goals outlined in Creation of the Future 3.

### *Previous Planning Accomplishments*

Previous planning accomplishment	Status	Plan or Directive Referenced
<b>Transfer Initiatives</b>		
Authority to articulate transfer courses for introductory and USP credit	Approval received and changes implemented	Presidential directive on Access
Communication plans for transfer students to include specific information about the course transfer process	Initiated and will continue to look for ways to improve	Presidential directive on Access
Brown bag sessions for transfer students and advisers to clearly explain transfer process and allow for questions	Implemented Fall 2007 and ongoing	Presidential directive on Access
Electronic transcript exchange via the Wyoming Transcript Center	Initiated – testing with Central Wyoming College	SA Support Services Plan 2005-10
<b>Banner</b>		
Implementation of the Banner Student Information System and WyoWeb to include initial functionality and refinement of functionality	Completed initial implementation – Working on refinements and new release	Support Services Plan 2005-10
<b>Academic Support</b>		
Implementation of WICHE-ICE program	Implemented – slow to take off but structure is in place	Academic initiative
<b>Reporting</b>		
Standardized reports available for departments on a daily basis (UBER reports)	Implemented	Department goal

## Institutional Issues

The emphasis on interdisciplinary programs and expansion of the offerings through the School of Energy Resources will require the Office of the Registrar to develop creative solutions to issues of awarding degrees, establishing departmental homes for courses and faculty. In addition, the Office of the Registrar can provide assistance in the areas of transitions for first-year and transfer students, as well as assessing the Hathaway scholarship program. While most of the assistance provided by the Office of the Registrar is in support to academic units, the office is in an ideal position to provide perspective and data analysis to identify trends and propose solutions. There is the hope that our colleagues on the academic side of the house will see us as a partner in developing and implementing these creative solutions.

## Action Items

Goal	Rationale	Timeline	Plan/Initiative Referenced
<b>Transfer Initiatives</b>			
Articulation Agreements with Colorado community colleges and Western Nebraska	Use agreement with Pikes Peak CC as a model for future agreements	2008-2010	UP3 – Access
Increased involvement in veterans services	Ensure full implementation of Higher Education Act and provide support to existing and emerging veterans efforts	2008-2010	Federal mandates for Higher Education Opportunity Act
Support of increasing number of international undergraduate students through accurate evaluation of transfer work	Facilitate the development of 4+1 or 2+2 programs with international institutions by developing transfer tables in Banner	2008 and ongoing	UP3-Access
Electronic transcript exchange	Support statewide initiative utilizing the Wyoming Transcript Center to include sending, receiving and loading transcript information electronically	2008	SA Support Services Plan 2005-2010
Enhancement of degree audit and course transfer capability for prospective and current transfer students	This item was included in previous support services plans, but we are currently waiting for a software company to develop interfaces with CAPP	2010-2012	SA Support Services Plan 2005-2010; UP3 - Access
<b>Academic Support</b>			
Interdisciplinary programs	Develop strategies for degree awarding and	2009-2012	UP3 – Excellence;

	course homes for interdisciplinary initiatives		
Course Blocking for New Students	Support first-year transition program and assist academic colleges in course planning	Pilot program for fall 2009 students with full implementation projected in 2010 and beyond	UP3-Access
Leadership Development			
Develop succession plan for office to include the completion of a skills inventory for staff in the office to identify opportunities for staff development	Develop leadership pipeline for staff members. Identify participants for Leadership Wyoming and other leadership initiatives	2009-2012 and ongoing	UP3 – Leadership
Assessment of Student Learning			
Continue to develop strategies to assess student learning outside the classroom in areas that interface w			