Dear Colleagues,

Thank you for reviewing this report on the activities and accomplishments of the Office of the University Registrar (OUR) for the 2012-2013 academic year. This report details our service to the campus and our alignment with the strategic plan of the University. The OUR has again distinguished itself by being a leader in the delivery of services to support the academic enterprise.

The 2012-2013 academic year was notable for the new advances in processes delivered to campus. Among these advances were a new schedule of classes search, online grade modifications for faculty and the advent of an online curriculum inventory system. These new systems allowed the University to deliver core services to students and faculty in a more timely and efficient manner.

In the coming year, the OUR will focus on providing students and alumni with PDF delivery of their transcripts, a new “data store” for campus reporting needs as well as streamlining the curricular change process. These enhancements to service will again allow the University to devote critical resources to other areas and endeavors. They further align with the University’s strategic plan by supporting “efficiency and automation” (Realization 1).

Thank you for all of your support and investment in our processes. We look forward to another successful year.

Sincerely,

Steve Robinson, Ph.D.
University Registrar
Accomplishments

Schedule of Classes Search

This year a new schedule of classes search was developed by the OUR to give students and advisors better information about course availability. The legacy class search was not updated in real time and did not provide information on pre-requisites and restrictions. The new search features a real time interface with the student information system. This addition ensures that only the most up to date information is presented to students and others across campus. Additionally, the new schedule search explains any conditions that a student must meet to register for the course. This information was previously only available after a student attempted to register for the course in the form of an error message. This lack of crucial details was frustrating to both students and advisors. The new schedule of classes search facilitates registration and provides a useful tool for advisors assisting students.

Curriculum Inventory Management

In partnership with the Faculty Senate, the OUR successfully implemented the first phase of the Curriculum Inventory Management (CIM) system. This system allows faculty to submit proposals online for new courses and changes to existing courses and GEC audit materials. Proposals are electronically routed through departmental, College/School and Faculty Senate approval channels before reaching the OUR. This online
process eliminated an unwieldy paper based system that required multiple copies of documents and regular communication between stakeholders on any questions about a proposal. The new CIM system keeps all involved parties informed of where the proposal stands. Additionally, notifications are sent to other academic departments and the regional campuses if a change proposed impacts their areas. Finally, CIM is integrated with the University's catalogs to provide for a routine update of information derived from approved changes.

**Online Grade Modifications**

In the past, faculty who needed to initiate a grade change for a student relied on a paper form to trigger the modification and record relevant information. This form was in turn handed off to their department chair and finally their dean for signatory approval. Once approved, the form was delivered to the OUR to be manually updated in the student information system. This process was both very time consuming and labor intensive. To remedy this issue, the OUR launched an online grade modification process this spring. A pilot group of Colleges/Schools successfully tested the new system that allows a faculty member to submit a modification online just as they submit final grades in MIX. The modification is routed electronically to their chair and dean for approval. Once the final approval is granted, the process updates the student information system, recalculates the student’s GPA and sends an email to the student and the faculty member alerting them that the change has been made. This change has tremendously increased the speed of the process as well as freeing staff across campus and the OUR to focus on other activities.

This process will be made available to all Colleges and Schools during the summer and early fall of 2013.

**New Assistant Registrars**

The OUR hired two new Assistant Registrars this year to enhance service to the campus community. J.J. Davis joined the OUR in fall 2012 as Assistant Registrar for the College of Law. Davis had previously worked at Fairmont State University. He represents the OUR in fulfilling a unique mission to deliver student services at the College of Law. Melanie Stimeling joined the OUR in summer 2013 as Assistant Registrar for Catalog and Curriculum. Stimeling comes to the OUR from Millikin University. She oversees the production of the University’s catalogs and represents the OUR in the curricular process via CIM.

**Suspension and Probation Policy**

The OUR implemented the University’s new probation and suspension policy this year. Under the new policy, the University suspends undergraduate students based upon attempted hours and GPA. Colleges and Schools oversee the appellate process for students petitioning to return to WVU. This change in protocol enabled students and advisors to have a clearer understanding of requirements to be in good academic standing at the University.
Training Program

The OUR has developed a comprehensive training program to effectively roll out new systems to users across campus.

A principal part of this program consists of new Banner training classes. These classes are required for new users of the system. Established users are also welcome to attend to reacquaint themselves with the student information system. Additionally, the OUR has an active training program for DegreeWorks, the Catalog Management System, and the Curriculum Inventory Management system.

In 2012, the OUR facilitated 84 training classes attended by 463 faculty and staff on the aforementioned topics.

Other accomplishments

• In conjunction with Academic Affairs, the OUR moved the Graduate Catalog from a biennial renewal cycle to an annual renewal cycle.
• Implemented the Concurrent Curriculum feature of Banner enabling better standards for student data on majors, minors, areas of emphasis and certificates.
• With OIT, began the roll out of campus-wide access to scanned documents through the Banner Document Management System (BDMS). To date, the OUR has overseen the upload of over 120,000 documents into BDMS. Most of these documents were previously only available in a hard copy format in the OUR.
• Achieved a 45% participation rate in DegreeWorks for all graduate and professional programs.
• All graduate and professional students apply to graduate online now. The first groups of undergraduate students are applying online for the August 2013 graduation cycle.

Coming Attractions:

• Delivery of secure PDF transcripts for current students and alumni
• Online curriculum change proposal process
• Data store for use by campus to retrieve student transactional data
By The Numbers

Registrations

<table>
<thead>
<tr>
<th>Year</th>
<th>Students Registered By OUR Staff</th>
<th>Students Registered Via MIX</th>
</tr>
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<tbody>
<tr>
<td>2008-2009 AY</td>
<td>66%</td>
<td>34%</td>
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<tr>
<td>2009-2010 AY</td>
<td>69%</td>
<td>31%</td>
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<td>2010-2011 AY</td>
<td>87%</td>
<td>13%</td>
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<tr>
<td>2011-2012 AY</td>
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<td>8%</td>
</tr>
<tr>
<td>2012-2013 AY</td>
<td>95%</td>
<td>5%</td>
</tr>
</tbody>
</table>

Transcripts Ordered By State

[Map showing transcripts ordered by state]
Transcript Orders

Enrollment Verifications

Major Changes

Grade Modifications
MISSION STATEMENT

To serve West Virginia University, the Office of the University Registrar will:

- Safeguard the accuracy, integrity and confidentiality of the University's academic records
- Continue to provide innovation through technology
- Effectively communicate and responsibly apply academic policies and procedures
- Support the University's goals and direction through adaptability and excellence

Office of the University Registrar
http://registrar.wvu.edu