



Missouri State
UNIVERSITY

Office of the Registrar Annual Meeting

September 6, 2017 (2:30 pm-4:00 pm)
September 7, 2017 (8:30 am-10:00 am)

Plaster Student Union 313

Agenda

- Introduction of staff and office
- Responsibilities of the Registrar's Office
- Previous year accomplishments
- New initiatives
- Processes and resources of the office relevant to you

Introduction of Staff

- Meet the staff
- Who does what?

Assistant Vice President for Enrollment Management and Services/Registrar



- Dr. Rob Humberger**
Rob.Humberger@MissouriState.edu | 417-436-4230
- Provides senior-level analysis, support, and recommendations related to the enrollment management effort
 - Overall supervision, leadership, and management of the Office of the Registrar, including Veterans Student Services
 - Works closely with faculty and administrators in developing and implementing changes to policies, procedures, and systems affecting enrollment management efforts and registrar functions
 - **Jointly Educator and Rights Privacy Act (FERPA)** point of contact
 - Manages Office of the Registrar budgets and expenditures
 - Supervises Office of the Registrar Enrollment Services, and Student Affairs in permanent and ad hoc committees

Associate Registrar-Degree Programs and Advisement Support



- Nathan Hoff**
Nathan.Hoff@MissouriState.edu | 417-436-4230
- Oversees Degree Works (Degree Audit, Student Educational Plan) functional issues/troubleshooting, requirement auditing and training
 - Serves as the primary Office of the Registrar academic certifying official
 - Supports enrollment related programs/committees, cross functional initiatives, and special projects
 - Assists faculty staff and administrators with academic policy questions and issues
 - Coordinator of communication between departments and degree completion students returning after an extended absence

Associate Registrar-Operations



- Rebecca Hefbaugh**
Rebecca.Hefbaugh@MissouriState.edu | 417-436-4230
- Coordination of office operations and training
 - Oversees the University graduation clearance and diploma mailing processes
 - Manages the refund except on appeal process
 - Coordinates cross-functional office initiatives such as document imaging and transcript ordering
 - **Jointly Educator and Rights Privacy Act (FERPA)** point of contact

Assistant Registrar-Records and Registration



- Shannon Hale**
Shannon.Hale@MissouriState.edu | 417-436-4230
- Oversees records functions such as grading, transcript production, enrollment verification, and academic processing
 - Oversees registration functions including course schedule building and registrar-related fees
 - Coordinates policy, procedural, and system related issues/initiatives related to records and registration
 - Assists in maintaining, troubleshooting, and enhancing the University's data management and related student systems
 - Drug Appeal Committee Chair
 - Currently the functional lead on Banner IIS functions related to the Office of the Registrar, electronic transcript exchange, and notifying
 - Supervises student employees and processes student payroll

Coordinator



- May Bowen**
May.Bowen@MissouriState.edu | 417-436-4766
- Coordinates the Refund Exception process
 - Manages the University student's housing processing
 - Coordinates the University production clearance process, communication, and application to produce system
 - Production of the University Commencement Program
 - Coordinates the National Student Clearinghouse administration
 - Assists with Degree Works auditing and academic eligibility verification
 - Primary contact for projected course offerings

Coordinator



- Kristine Chesser**
Kristine.Chesser@MissouriState.edu | 417-436-4402
- Coordinates the Office of the Registrar's social media and My Missouri State announcements
 - Manages the academic calendar, refund schedules, and IDIV dates
 - Coordinates registration functions including registration sequence, notifying, and initial schedule building
 - Coordinates registration communication
 - Coordinates class schedule building and mailing
 - Manages track schedule

Coordinator



- Kimberly Dwyer**
Kimberly.Dwyer@MissouriState.edu | 417-436-4498
- Coordinates grading processes, including grade changes, instructor reports and T to T grades
 - Administers the academic renewal process, coordinate proactive registration and Bear return
 - Processes academic history billing
 - Coordinates the Drug Exception Appeal request process and processes instructor drugs
 - Assists returning students who have not attended for an extended period of time
 - Manages course substitutions/waiver/approval processing/registration to degree program
 - SACI Approved Student Loan

Academic Records Specialists

All Academic Records Specialists (ARS) work as a team in the process of providing basic student questions in-person, by email, and by phone for such items as transcript, registration, enrollment verification, and graduation assistance. The ARS is the primary processor of student administrative requests. Each ARS has areas of expertise.



- Erin Conner**
Erin.Conner@MissouriState.edu | 417-436-4418
- Graduation application processing and deficiency review
 - Course substitutions/waiver/approval processing
 - Diploma printing
 - Major/minor changes



- Becca Welch**
Becca.Welch@MissouriState.edu | 417-436-6642
- Registration
 - Major/Minor Changes
 - Address Changes
 - Study Away, high school dual credit, and enrollment tracking registration
 - Consortium agreements



- Dorothy Hanson** *garewin@*
Dorothy.Hanson@MissouriState.edu | 417-436-4307
- Registration
 - Transcript requests
 - Enrollment Verification Letters



- Erica Tolsonson**
Erica.Tolsonson@MissouriState.edu | 417-436-4356
- Address changes
 - Graduation application processing and deficiency review
 - Major/minor changes
 - Registration
 - Study Away
 - Transcript Requests-specialized

Administrative Specialist II



- Sherry Bailey**
Sherry.Bailey@MissouriState.edu | 417-436-4210
- Primary transcript processing coordinator
 - Coordinates audit operations for academic records stored in Missouri/MissouriState transcript processing
 - National Student Clearinghouse verification

Administrative Assistant II



- Patty Murray**
PMurray@MissouriState.edu | 417-436-5520
- Office of the Registrar administrative office manager
 - Special projects assigned by the Registrar
 - Coordinates the Office of the Registrar communication/incoming office email
 - Assists office staff with special projects and assignments

Assistant to the Registrar



- Linda Strawn** *garewin@*
Linda.Strawn@MissouriState.edu | 417-436-4300
- Coordinates production of the undergraduate catalog
 - Maintains program of study codes
 - Maintains course records and prerequisites



- Amber McBride**
AmberMcBride@MissouriState.edu | 417-436-6642
- Address changes
 - Name changes
 - Graduation application processing and deficiency review
 - Course substitutions/waiver/approval processing
 - Major/minor changes
 - Document management

Introduction of Office





Previous Year Accomplishments

- Student address removed from Office 365 and web search
- Policy updates
- Chosen name
- New transcript ordering system
- Retention schedule
- MO Residency for fee purposes reclassifications
- SSB Student and Advisor Profiles
- Degree Works Student Educational Planner

Previous Year Accomplishments: Student address removed from Office 365 and web search

Missouri State.

BearPass

A-Z

Search

People Search

Missouri State > People Search > Berenstain B. Bear

Help with people search

Update or remove people search data

About search

[About web search](#)

[About people search](#)

[About event search](#)

[About map search](#)

Berenstain B. Bear



✉ [Bear2301@live.missouristate.edu](mailto: Bear2301@live.missouristate.edu)

■ [Add to address book](#)

Role: Student

Campus: Springfield

Previous Year Accomplishments: Policy Updates

- Change of Schedule (Add/Drop)
- Commencement
- Diploma/University Certificate
- FERPA
- General Baccalaureate Degree
- Incomplete Grade
- Posthumous Degree
- Prior Learning Assessment (Credit by Examination)
- Registration
- Scholastic Honors
- Student Information Change/Address Change
- Undergraduate Transfer Credit

Previous Year Accomplishments: Chosen Name

Chosen Name



Welcome, Robert (Logout)

Missouri State > Computer Services - MIS > Chosen Name

The University recognizes that any student, faculty or staff may choose to be identified within the University Community with a chosen name that differs from the individual's legal name. Additional information is available on the [Employee Information page](#) or the [Student Information page](#).

Robert S Hornberger (M00064464)

Legal Name: Robert S Hornberger

Use a Chosen Name

Enter new Chosen Name:

First Name:

Rob

Middle Name: *(optional)*

Tips: Your name cannot contain any of the following characters: # \ \$ % * ' : ; | _ @ *

Preview:

First Last: Rob Hornberger

First Middle Last: Rob Hornberger

First MI Last: Rob Hornberger

Last First Middle: Hornberger, Rob

Last First MI: Hornberger, Rob

Save Changes

Previous Year Accomplishments

- New transcript ordering system

<http://www.missouristate.edu/transcripts/>

- Retention schedule

https://www.missouristate.edu/policy/Op8_18_RecordsManagementGuide.htm

Previous Year Accomplishments: Missouri Residency Classification for Fee Purposes

- The Office of the Registrar has recently taken over the process of chairing the residency reclassification committee made up of members from our office and the Office of Admissions.
- We follow the Department of Higher Education's rules for determining residency.
- A new online residency reclassification application is coming soon.


Previous Year Accomplishments: Student and Advisor Profiles

Missouri State. Misty Bowen 3

Student • Student Profile

Student Profile - Bowen, Misty L (M00286308)

Term: Spring 2018 ▾ Standing: Overall Hours: Overall GPA: Registration Notices: 0 Holds: 0



Bowen, Misty L

- Curriculum and Courses
- Additional Links
- Degree Audit and Planner
- Advising Notes
- Hold Codes
- Registration Status
- Add or Drop Classes
- Refund and Drop Deadlines
- Schedule of Classes

Bio Information

Email: MRowen@MissouriState.edu
 Phone: 417 8124969
 Ethnicity: Caucasian, Non-Hispanic
 Race: White or Caucasian
 Citizen: Yes
 Citizenship: Citizen or National of the US
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided

General Information ⓘ

Level: Graduate
 Class: Graduate
 Status: Active
 Student Type: Readmit-Degree Seeking GR
 Residency: Missouri Resident
 Campus: Not Provided
 First Term Attended: Summer 2004

Advisors

Primary / Major: [Staquer, Kimberly N](#)

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Master of Accountancy	
Level:	Graduate	
Program:	Accountancy-Accelerated-MACC	
College:	Business	
Major:	Accountancy-Accelerated	
Department:	Accountancy, School of	
Minor:	Not Provided	
Admit Term:	Summer 2017	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Total Hours Registered Hours: Billing Hours: CEU Hours:					

Previous Year Accomplishments: Student Educational Planner (SEP)

- Phase 2 of the Degree Works implementation (Degree Audit)
- Degree audit is “what to take”, SEP is the tool for “when to take them.”
- Soft opening in fall 2016.
- Can consist of academic courses, advisement prompts, reminders, and useful tools.
- Multiple views for various student and advisor uses.
- Potential future data uses.

Previous Year Accomplishments: Student Educational Planner (SEP)

Browse Templates											
Search by Template Description <input type="text"/> <input type="button" value="Go"/> Filter:											<input type="button" value="Create New Temp"/>
<input type="button" value="Open"/> <input type="button" value="Delete"/>											<input type="button" value="Advanced Search"/>
											<input checked="" type="radio"/> Flat View <input type="radio"/> Tree View
Description	Level	Major	Degree	Catalog Year	Term Scheme	ID	Who	What	Modified		
UG-Criminology BS 4 yr with General Education (GE effective fall 2014)	UG	CRMN	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000052	Hoff, Nathan E	NOT SET	6/28/17		
UG-Design BFA/Graphic Design (GE effective fall 2014)	UG	GRDE	BFA	201540	COMPLETE_SCHEDULE_SEMESTERS	T0000083	Hoff, Nathan E	NOT SET	7/7/17		
UG-Design BFA/Graphic Design and Illustration (GE effective fall 2014)	UG	GRDI	BFA	201540	5YRSSFFA_SCHEDULE_SEMESTERS	T0000055	Hoff, Nathan E	NOT SET	7/7/17		
UG-Design BFA/Illustration (GE effective fall 2014)	UG	ILLU	BFA	201540	COMPLETE_SCHEDULE_SEMESTERS	T0000084	Hoff, Nathan E	NOT SET	7/7/17		
UG-Dietetic BS with General Education (GE effective fall 2014)	UG	DIET	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000102	Hoff, Nathan E	NOT SET	7/24/17		
UG-Early Childhood Education with General Education (GE effective fall 2014)	UG	EACD	BSED	201740	COMPLETE_SCHEDULE_SEMESTERS	T0000035	Hoff, Nathan E	NOT SET	7/7/17		
UG-Economics BA (non-comp) with General Education (GE effective fall 2014)	UG	ECON	BA	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000043	Hoff, Nathan E	NOT SET	7/7/17		
UG-Economics BS (comp) with General Education (GE effective fall 2014)	UG	ECOC	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000044	Hoff, Nathan E	NOT SET	7/7/17		
UG-Economics BS (non-comp) with General Education (GE effective fall 2014)	UG	ECON	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000045	Hoff, Nathan E	NOT SET	7/7/17		
UG-Elementary Education with General Education (GE effective fall 2014)	UG	ELED	BSED	201740	COMPLETE_SCHEDULE_SEMESTERS	T0000021	Hoff, Nathan E	NOT SET	7/7/17		
UG-Entertainment Management BS with General Education (GE effective fall 2014)	UG	EMGT	BS	201740	COMPLETE_SCHEDULE_SEMESTERS	T0000064	Hoff, Nathan E	NOT SET	6/26/17		
UG-Entrepreneurship BS with General Education (GE effective fall 2014)	UG	ENTR	BS	201640	COMPLETE_SCHEDULE_SEMESTERS	T0000065	Hoff, Nathan E	NOT SET	6/27/17		
UG-Exercise and Movement Science/EXPR BS with GE effective fall 2014	UG	EXPR	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000107	Hoff, Nathan E	NOT SET	7/26/17		
UG-Exercise and Movement Science/HEST BS with GE effective fall 2014	UG	HEST	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000106	Hoff, Nathan E	NOT SET	7/26/17		
UG-Finance BS/Finance with General Education (GE effective fall 2014)	UG	FINA	BS	201640	COMPLETE_SCHEDULE_SEMESTERS	T0000041	Hoff, Nathan E	NOT SET	6/23/17		
UG-Finance BS/Financial Planning with General Education (GE effective fall 2014)	UG	FPLG	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000053	Hoff, Nathan E	NOT SET	6/23/17		
UG-Finance BS/Real Estate with General Education (GE effective fall 2014)	UG	REES	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000054	Hoff, Nathan E	NOT SET	6/23/17		
UG-General Business BS with General Education (GE effective fall 2014)	UG	GBEU	BS	201640	COMPLETE_SCHEDULE_SEMESTERS	T0000056	Hoff, Nathan E	NOT SET	6/23/17		
UG-General Education (Effective fall 1997)	UG	0000	BS	200940	COMPLETE_SCHEDULE_SEMESTERS	T0000003	Hoff, Nathan E	NOT SET	7/7/17		
UG-General Education (Effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000012	Hoff, Nathan E	NOT SET	7/25/17		
UG-General Education with BA Requirements (Effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000097	Hoff, Nathan E	NOT SET	7/21/17		
UG-Gerontology BS with General Education (GE Effective fall 2014)	UG	GERO	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000082	Hoff, Nathan E	NOT SET	7/6/17		
UG-Health Services BS/Clinical Services (Effective fall 2014)	UG	HSCS	BS	201640	7SFASPSU_SCHEDULE_SEMESTERS	T0000109	Hoff, Nathan E	NOT SET	8/2/17		
UG-Health Services BS/Health Services (Effective fall 2014)	UG	HSBS	BS	201640	COMPLETE_SCHEDULE_SEMESTERS	T0000108	Hoff, Nathan E	NOT SET	8/1/17		
UG-History Education BSED (fall 2017 & later grads) with GE effective fall 2014	UG	HSTE	BSED	201740	COMPLETE_SCHEDULE_SEMESTERS	T0000073	Hoff, Nathan E	NOT SET	7/18/17		
UG-Hospitality Leadership with General Education (GE effective fall 2014)	UG	0000	BS	201740	CONSTMGT_SCHEDULE_SEMESTERS	T0000020	Hoff, Nathan E	NOT SET	5/5/17		
UG-Info Tech Service Mgt BS with General Education (GE effective fall 2014)	UG	ITSM	BS	201740	COMPLETE_SCHEDULE_SEMESTERS	T0000069	Hoff, Nathan E	NOT SET	6/28/17		
UG-Management BS/Adm Mgt with General Education (GE effective fall 2014)	UG	ADMG	BS	201640	COMPLETE_SCHEDULE_SEMESTERS	T0000057	Hoff, Nathan E	NOT SET	6/26/17		
UG-Management BS/Hum Res Mgt with General Education (GE effective fall 2014)	UG	HURM	BS	201640	COMPLETE_SCHEDULE_SEMESTERS	T0000058	Hoff, Nathan E	NOT SET	6/23/17		

Previous Year Accomplishments: Student Educational Planner (SEP)

Template Management [View Template List](#)

Fall Term 1 17.0

Critica	Course Requirement	Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	ENG 110	3.0	D	
<input checked="" type="checkbox"/>	CRM 250	3.0	D	

Critica	Choice Requirement	Minimum Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	GEP 101 or UHC 110	2.0	D	
<input checked="" type="checkbox"/>	AGR 100 or ANT 125 or CFD 155 or CFD 163 or ECO 155 or ECO 165 or GRY 108 or MED 120 or PSY 121 or REL 131 or SOC 150	3.0	D	
<input checked="" type="checkbox"/>	HST 121 or HST 122	3.0	D	
<input checked="" type="checkbox"/>	AAS 100 or ART 271 or ART 272 or ART 273 or ART 274 or ENG 200 or ENG 282 or ENG 283 or HST 103 or HST 104 or LLT 121 or MED 274 or MUS 241 or P...	3.0	D	

Placeholder Requirement	Value	Notes
Video	Navigating My Missouri State	
Video	How to Read Your Degree Works Degree Audit	
Video	How to Use the Student Educational Planner	
Video	How to Register for Classes	
Video	How to Use Trial Schedule Builder	
Comment	Criminology Undergraduate Program Information	

Spring Term 1 16.0

Critica	Course Requirement	Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	CRM 260	3.0	D	
<input checked="" type="checkbox"/>	CRM 210	3.0	D	
<input checked="" type="checkbox"/>	COM 115	3.0	D	

Critica	Choice Requirement	Minimum Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	BIO 100 or BIO 101 or BIO 111 or BIO 121 or BMS 100 or BMS 110 or BMS 111 or GLG 115	4.0	D	
<input checked="" type="checkbox"/>	ART 200 or DAN 180 or ENG 203 or ENG 205 or ENG 215 or MUS 239 or THE 101	3.0	D	

Placeholder Requirement	Value	Notes
Advisement	Study Away Opportunities Discussion-see advisor	

Previous Year Accomplishments: Student Educational Planner (SEP)

Worksheets | Planner | **Student Planner** | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for: [Redacted] View: Edit

Description: [Redacted] SEP Plan Active Locked

Degree: Bachelor of Science in Nursing Level: Undergraduate

Tracking Status: ● On-Track

Tracking	Critica	Course Requirement	Credits	Minimum Grade	Notes
● On-Track	<input checked="" type="checkbox"/>	BMS 240	3.0	C	
● On-Track	<input checked="" type="checkbox"/>	PSY 121	3.0	C	
● On-Track	<input checked="" type="checkbox"/>	SWK 219	3.0	D	
● On-Track	<input checked="" type="checkbox"/>	LLT 102	2.0	D	

--- **Spring 2018** Total Credits: 12.0

Tracking	Critica	Choice Requirement	Minimum Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	CIS 200 or CSC 210 or ECO 101 or ENG 201 or ENG 222 or KIN 210 or KIN 286 or PHI 105 or PHI 115 or PLN 100	3.0	D	

Tracking	Critica	Course Requirement	Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	BIO 210	3.0	C	
---	<input checked="" type="checkbox"/>	NUR 472	3.0	C	

Tracking	Critica	Choice Requirement	Minimum Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	PSY 200 or SOC 302 or MTH 340 or QBA 237 or AGR 330 or PSY 527	3.0	D	
---	<input checked="" type="checkbox"/>	BMS 308 or KIN 252	3.0	B-	

Previous Year Accomplishments: Student Educational Planner (SEP)

The screenshot displays the Student Educational Planner (SEP) interface. At the top, it shows the student's name, degree (Bachelor of Science in Nursing), and level (Undergraduate). The main area lists courses for Fall 2016-Summer 2017 and Spring 2017. A modal window titled "Notes attached to: Video" is open, showing a table of video attachments.

Note	Author	Modified	
How To Register for Classes: https://www.youtube.com/watch?v=R3xJBNU-M0Q&feature=youtu.be	Hoff, Nathan E	2017-08-24 10:40:26	3.0
How To Add A Closed Class: https://www.youtube.com/watch?v=xc-uvupVEbg			3.0
How To Waitlist Classes: https://www.youtube.com/watch?v=8DGYPf6XZg			2.0
			4.0
			3.0

The background interface shows the following course list:

- Fall 2016-Summer 2017
- On-Track **Fall 2016**, Total Credits: 15.0
- On-Track * [COM 115](#)
- On-Track * [PLS 101](#)
- On-Track * CEP 101 or UHC 110
- On-Track * BIO 100 or BIO 101 or BIO 111 or BIO 121 or BMS 100 or BMS 110 or BMS 111 or GLG 115
- On-Track * AAS 100 or ART 271 or ART 272 or ART 273 or ART 274 or ENG 200 or ENG 282 or ENG 283 or HST 103
- Video
- Video
- Video
- Video
- Video
- On-Track **Spring 2017**, Total Credits: 14.0
- On-Track * [SOC 150](#)
- On-Track * [CHM 116](#)
- On-Track * [CHM 117](#)
- On-Track * ANT 100 or ENG 289 or GRY 100 or DS 297 or LLT 180 or MCL 200 or MTH 121 or REL 100 or REL 210 or SWK 219
- On-Track * ART 200 or DAN 180 or ENG 203 or ENG 205 or ENG 215 or MUS 239 or THE 101

Previous Year Accomplishments: Student Educational Planner (SEP)

Student Planner for: [REDACTED] | [REDACTED]

View: [Audit](#) | [View Plan List](#) | [New Plan](#)

MA11136 - College Algebra | Human State University

NURSING PREREQUISITE REQUIREMENTS
Must be completed before the first Nursing course

Elements of Microbiology

(BIO 210)	Elements of Microbiology	PLAN	(3)	Spring 2018
<input type="checkbox"/> Introduction to Nutrition	Introduction to Nutrition			
BMS 240	Introduction to Nutrition	RG	(3)	Fall 2017
<input checked="" type="checkbox"/> Human Anatomy	Human Anatomy			
BMS 307	Human Anatomy	A	4	Summer 2017
<input type="checkbox"/> Human Physiology				

Still Needed: **1** Class in BMS 308 or KIN 252

UPPER-DIVISION NURSING COURSES

<input type="checkbox"/> Concepts in Nursing	Concepts in Nursing			
(NUR 302)	Concepts in Nursing	PLAN	(4)	Summer 2018
<input type="checkbox"/> Art and Science of Nursing I	Art and Science of Nursing I			
(NUR 303)	Art and Science of Nursing I	PLAN	(3)	Summer 2018
<input type="checkbox"/> Art and Science of Nursing II	Art and Science of Nursing II			
(NUR 304)	Art and Science of Nursing II	PLAN	(5)	Fall 2018
<input type="checkbox"/> Intro to Family Health Nursing	Intro to Family Health Nursing			
(NUR 311)	Intro to Family Health Nursing	PLAN	(2)	Spring 2019
<input type="checkbox"/> Nursing: The Adult Client	Nursing: The Adult Client			
(NUR 312)	Nursing: The Adult Client	PLAN	(6)	Spring 2019
<input type="checkbox"/> Nursing: The Childbearing	Nursing: The Childbearing			
(NUR 322)	Nursing: The Childbearing	PLAN	(4)	Fall 2019
<input type="checkbox"/> Nursing: Pediatric Client	Nursing: Pediatric Client			
(NUR 323)	Nursing: Pediatric Client	PLAN	(2)	Summer 2019
<input type="checkbox"/> Nursing: Mental Health Client	Nursing: Mental Health Client			
(NUR 331)	Nursing: Mental Health Client	PLAN	(3)	Spring 2019
<input type="checkbox"/> Nursing: Health Assessment	Nursing: Health Assessment			
(NUR 342)	Nursing: Health Assessment	PLAN	(4)	Fall 2018
<input type="checkbox"/> Introduction to Pharmacology	Introduction to Pharmacology			
(NUR 360)	Introduction to Pharmacology	PLAN	(3)	Fall 2018
<input type="checkbox"/> Nursing: The Older Adult	Nursing: The Older Adult			
(NUR 416)	Nursing: The Older Adult	PLAN	(2)	Fall 2019
<input type="checkbox"/> Nursing: Community Health/Public Affairs Capstone Experience	Nursing: Community Health			
(NUR 442)	Nursing: Community Health	PLAN	(6)	Fall 2019
<input type="checkbox"/> Writing II: Nursing Research	Writing II: Nursing Research			
(NUR 472)	Writing II: Nursing Research	PLAN	(3)	Spring 2018
<input type="checkbox"/> Nursing: Senior Seminar	Nursing: Senior Seminar			
(NUR 478)	Nursing: Senior Seminar	PLAN	(2)	Spring 2020

Fall 2018-Summer 2019

--- **Fall 2018, Total Credits: 15.0**

---	* NUR 304	5.0
---	* NUR 342	4.0
---	* NUR 360	3.0
---	* NUR 565	3.0

--- **Spring 2019, Total Credits: 14.0**

---	* NUR 311	2.0
---	* NUR 312	6.0
---	* NUR 323	3.0
---	* NUR 331	3.0

New Initiatives

- Banner 9/Administrative Banner
- Support of academic initiatives
- FERPA training
- Application to graduate
- My Missouri State
- Degree Works TREQ

New Initiatives: Administrative Banner (version 9)

- Support for Banner 8 INB ending December 2018
- Student module: August 2018 or earlier
- Financial Services and AR are upgraded
- Web-based
- Intuitive and user-friendly
- No more Java plugin issue
- Browser agnostic (i.e., Chrome, Firefox, Safari, Edge)
- Self-Service Banner (SSB) upgrade to Banner 9 as well

ID: M021 S: Term: View Current/Active Curricula:

Start Over

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER

Insert Delete Copy Filter

From Term 201720 To Term 999999

New Term Spring 2017

Residence Missouri Resident

Student Status Active

Student Type Continuing-Degree Seeking UG

Fee Assessment Rate

Class Freshman

Student Centric Cycle

Full or Part Time Full Time Part Time None

Additional Information

Site Traditional Day Classes-Spgfd

Block

Session

Citizenship Citizen or National of the US

1 of 2 Per Page Record 1 of 2

CURRICULA SUMMARY - PRIMARY

Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type
1	201640	Mass Media/Dig ...	201640	Undergraduate		Arts & Letters	Bachelor of Scie...			Standard	201640		

1 of 1 Per Page Record 1 of 1

FIELD OF STUDY SUMMARY

Insert Delete Copy Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
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Activity Date 12/19/2016 05:03:22 PM Activity User BANWORX

New Initiatives: Support of Academic Initiatives

- Extended summer session
- 120 hour minimum hours for graduation
- Structured schedules/pre-registration
 - GEP 101
 - Business, Musical Theater, and Nursing majors


New Initiatives: FERPA Training

- We have new FERPA training!!
 - Our goal was to make the training easier to understand, with examples of how it applies specifically to you—as a faculty or staff member.
 - HR is currently working to get it uploaded into My Learning Connection.
 - The FERPA policy has been updated to include chosen name in the name category under directory information.
 - We encourage everyone to review the new FERPA training once it is uploaded. We've included some good tips and scenarios.

New Initiatives: Application to Graduate

- Updated with chosen name
- If a student applies for summer graduation, they will have the choice of participating in the prior spring or following fall ceremony

Application to Graduate



Designed by Computer Services

Welcome, Misty (Logout)

Administrative

- View Submitted Applications
- Mass Update of Mailed Date
- Remove Application Records

What commencement ceremony will you participate in?

- Spring 2017
- Fall 2017
- Neither

Degree Audit Review

You are responsible for reviewing your [Degree Audit](#) to determine your eligibility for graduation.

- Use the Notes section below to explain how deficiencies will be resolved by graduation.
- Failure to explain may result in your application being denied.
- View our [tutorial](#) on how to read your degree audit.

I have reviewed my degree audit to check my eligibility for graduation. Graduation deficiencies have been discussed with my academic advisor. I understand what I need to do to resolve any remaining graduation deficiencies. **I understand if I fail to resolve all deficiencies that I will be removed from the graduation list.**

Diploma Name

- Don't see a correct name? Fill out a [Change of Student Information form](#) and submit it to the [Office of the Registrar](#). Return to this page to submit your application to graduate once the update has occurred.

New Initiatives: My Missouri State

- Platform is getting upgraded
- Tab for Students, Registration, Faculty, Advisor
- Roll out in Mid-October

The screenshot displays the 'My Missouri State' portal interface. At the top, there is a dark red navigation bar with the 'ellucian.' logo on the left and 'My Sites' and 'Misty Bowen' on the right. Below this is a white navigation bar with tabs for 'Home', 'Profile', 'Academics', 'Teaching & Advising', 'Advancement', 'Work Resources', and 'Campus Services'. The main content area is titled 'Academics' and includes a breadcrumb 'Home Community / Academics'. A red error message states: 'You do not have the roles required to access this portlet.' The interface is divided into three main sections: 'Student Records' (listing items like Advising Notes, Degree Audit, and Transcripts), 'Class Schedule' (listing Concise Schedule, Detail Schedule, and Final Exam Schedules), and 'Registration Tools' (listing Select Term, Add or Drop Classes, and Registration Status). A 'Resources' section is also visible at the bottom right of the Registration Tools panel.

New Initiatives: Degree Works TREQ

- Phase 3 of the Degree Works implementation (Degree Audit, Student Educational Planner)
- Allows students who are considering transferring to Missouri State to self-report transfer credits earned and get an unofficial equivalency evaluation and degree audit showing how those courses might apply to a desired degree at MSU.
- Can be done prior to the application process
- Can be saved and updated
- Implementation begins the week of September 11-15, 2017

New Initiatives: Degree Works TREQ

1. To start, please answer the following questions

<p>What is your intended Degree?*</p> <p>Select a degree</p>	<p>When do you plan to enroll? *</p> <p>Select the term in which you plan to enroll</p>	<p>Do you have an AA degree?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>What is your intended Major?*</p> <p>Select a major</p>	<p>What is your intended Minor?</p> <p>Select a minor</p>	<p>What is your intended Concentration?</p> <p>Select a concentration</p>
<p>What is your intended Level?*</p> <p>Select a level</p>	<p>What is your intended Program?</p> <p>Select a program</p>	
<p>What is your intended College?</p> <p>Select a college</p>		

Next

New Initiatives: Degree Works TREQ

2. From which school would you like to transfer credits?

Select a school or Add a placement test

Popular Schools

Type here to filter schools list

School Name	City	State
Azusa College of the Arts	Weed	CA
Butte College	Oroville	CA
CSU Sacramento	Sacramento	CA
CSU San Bernardino	San Bernardino	CA
CSU Stanislaus	Turlock	CA
Cal Poly SLO	San Luis Obispo	CA
Chabot College	Hayward	CA
College of Alameda	Alameda	CA
College of Notre Dame		
College of San Mateo	San Mateo	CA
Contra Costa College	San Pablo	CA
De Anza College		
Diablo Valley College	Pleasant Hill	CA
Golden Gate University	San Francisco	CA
Hood College	Frederick	MD
Las Positas College	Livermore	CA
Los Medanos College	Pittsburg	CA
San Francisco State U	SAN FRANCISCO	CA
San Jose State Univ	San Jose	CA
Sonoma State University	Rohnert Park	CA
UC Berkeley	Berkeley	CA

All Schools

My Transfer Work

Your transfer work will appear here after:

- Selecting a school, selecting a class and entering details of the class.
- Selecting a placement test and entering a score.

New Initiatives: Degree Works TREQ

UC Berkeley - Which of these classes did you take?

[Select a class](#) [Back to School List](#)

Course	Title
▶ AFRICAM	
▶ AMERSTD	
▶ ANAT	
▶ ASAMST	
▶ BER	
▶ CACHES	
▶ CHEM	
▶ CHICAND	
▶ C-MENG	
▶ CIVENG	
▶ COGSCI	
▶ COLWRI	
▶ COMPSCI	
▶ DLP	
▶ EDUC	
▶ ELENG	
▶ ENGIN	
▼ ENGLISH	
ENGLISH 1A	Reading and Composition
ENGLISH 304	American Literature

[Previous](#) [Next](#)

My Transfer Work

Your transfer work will appear here after:

- Selecting a school, selecting a class and entering details of the class.
- Selecting a placement test and entering a score.

New Initiatives: Degree Works TREQ

ENGLISH 1A (Reading and Composition) - Please enter details
taken at UC Berkeley

[← Select another class](#) [← Back to School List](#)

What grade did you receive? * ▾

How many credits did you receive? *

When did you take the class? * ▾ Keep this value

What type of credits? * ▾

[✔ Add this class to My Transfer Classes](#)


New Initiatives: Degree Works TREQ

Placement Tests Scores - Which placement tests did you take?

[← Back to School List](#)

Test Name:

Test Score:

Date taken: 

[✔ Add this test to My transfer Work](#)

New Initiatives: Degree Works TREQ

5. What do you want to do next?

Thanks for using Transfer Equivalency Self-Service

Congratulations you have finished. Please select from the options below.

ADMISSIONS APPLICATION Click here to start the application process.	MORE INFORMATION Click here to receive more information about Ellucian University.
TALK WITH AN ADVISOR Click here to use instant messaging to chat with an advisor.	MAKE SOME CHANGES Click here to go back and make changes to your selections.
SHOW RESULTS Click here to create a report showing all the results.	

[Previous](#)

Processes and Resources of the Office Relevant to You

- Forms
- Refund and drop deadlines
- Non-attendance
- Projected course offerings
- Videos, close captioning
- Support of special programs
- Class schedule building initiatives
- Registration
- Grading
- Proactive registration and Bear Return

Processes and Resources

- Forms
- Refund and Drop Deadlines
- Non-attendance
- Projected course offerings
- Videos, close captioning

Processes and Resources: Support of Special Programs

- Each semester, we process registrations for a variety of special programs.
 - International Leadership Training Center
 - Foreign Language Institute
 - Missouri State Debate Institute
 - Fine Arts Academy
 - Doctor of Pharmacy Program
 - Study Away
 - Various Grant Funded Programs

Processes and Resources: Class Schedule Building Initiatives

- In response to the HLC report, the registrar's office is providing more oversight of the class schedule building process.
- Last year, we created the class schedule building dashboard.
 - Very successful in helping us get our sections clean and accurate
 - Kudos to all the class schedule builders for their attention to details
 - Added Course Section Comments
- This year, we will be focusing on building a similar dashboard to proof for credit hour-to-instructional time scheduling.
 - All sections must have the correct meeting type.
 - Sections that have non standard meeting times, unique meeting patterns, etc. have to be evaluated before we can create a report/dashboard that produce accurate results.

Processes and Resources: Registration

- Late registration
- Waitlisting
- Administrative drops
 - Instructor
 - Prerequisite
 - Academic suspensions
 - Cancelled Classes

Processes and Resources: Grading

- We will be upgrading the Faculty Grade Entry system this October.
- This upgrade offers some new features:
 - Allows instructors to submit an F grade for intersession courses.
 - Will prompt the instructor to save their grade changes before moving to the next page.
 - Allows instructors to import over 200 grades at once and can import spreadsheets without headers.
 - Chosen name will be listed on the FGE roster.
- We posted approximately 188,740 grades from fall 2016-summer 2017 and 99% were submitted by the deadline.

Processes and Resources: Other administrative tools-Proactive Registration and Bear Return

Proactive Registration

- Contact of student registered in the current semester who did not sign up for a future semester and is not graduating
- Conducted twice a year (late November/early December; late April/early May)
- Multi-tiered contact includes Office of the Registrar email, advisor contact, residence life contact as applicable, additional population contacts (Veterans, International, Non-Traditional Adult, Underrepresented)

Bear Return

- Contact of student who applied to graduate a year ago, was not successful, and who has not continued working on his/her degree.
- Conducted twice a year (late November/early December; late April/early May)
- Multi-tiered contact includes Office of the Registrar email, additional population contacts (Veterans, International, Non-Traditional Adult, Underrepresented)

Available Training, Documentation, and Resources

- Degree Works

<http://www.missouristate.edu/registrar/degreeworks.htm>

- Faculty Grade entry
- Class schedule building training on demand
- Experts documentation
- YouTube channel

We are happy to assist with additional training needs as requested.

Thank you for attending our Annual Meeting!

Contact information

- Phone: 65520
- Email: registrar@missouristate.edu
- Website: www.missouristate.edu/registrar
- YouTube:
<http://www.youtube.com/channel/UCSsRwFklet9ht4e7t3xBzWA>
(search YouTube for “**Missouri State Office of the Registrar**”)



**MAKE YOUR
MISSOURI
STATEMENT™**