Missouri State University Office of the Registrar

ANNUAL MEETING-FALL 2022

Angela Young (Registrar)

Opening Remarks and Meeting Preview

Meeting Agenda

- New Registration System
- Transfer Equivalency Tool in Degree Works
- Waitlisting
- Catalog & Curricular Software
- Data Request Form

Office of the Registrar Staff
https://www.missouristate.edu/registrar/about-us.aspx

Plus additional unpictured support and student staff

2021-2022 Highlights

- Introduction of Banner Registration Self-Service 9
- Multiple software upgrades (Degree Works 5.0.6.1 and 5.0.6.2; College Scheduler; Parchment)
- Office of the Registrar University division change
- Digital diplomas now available for alumni order

# Shannon Holt (Associate Registrar-Records and Registration)

New Registration System

New Registration System

New Registration System- Registration Resources

- How to Register for Classes using the Class Schedule Search

- How to Register for Classes by CRN

- How to Search and Register for Classes (Video)

- How to Use the Trial Schedule Builder (Video)

New Registration System questions from chat?
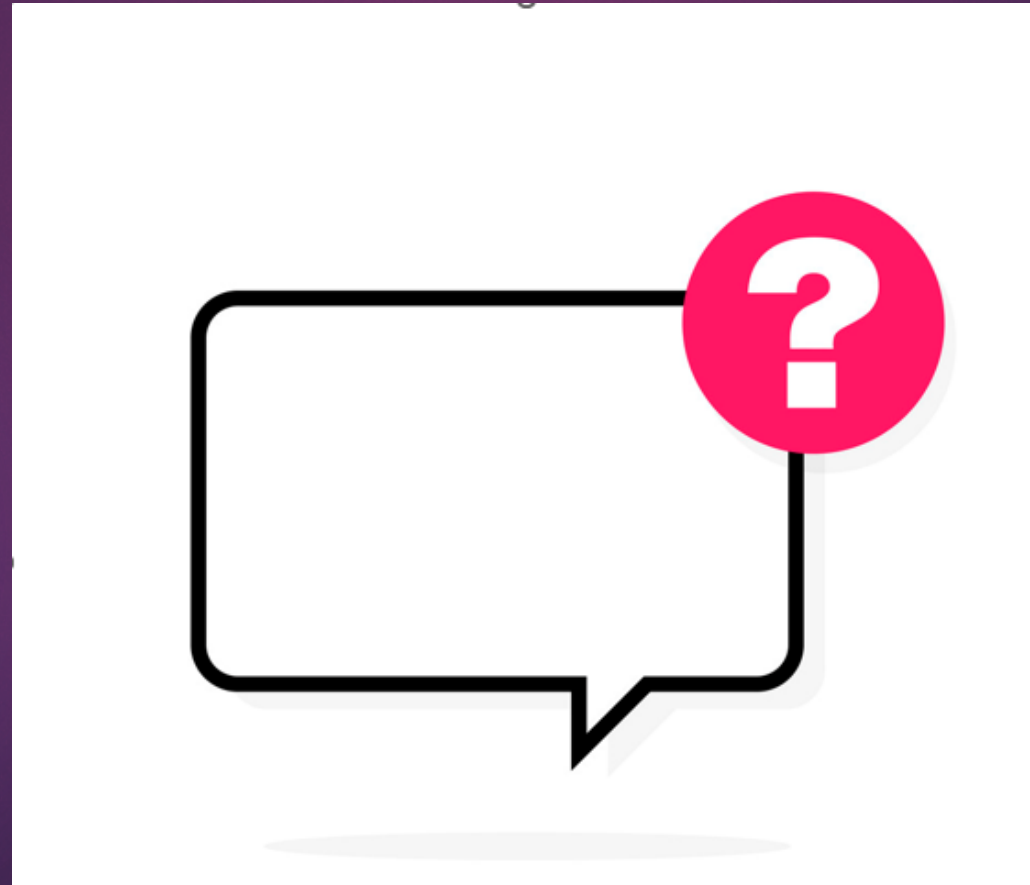
Nathan Hoff (Associate Registrar-Degree Programs and Advisement Support)

Degree Works Transfer Equivalency Self-Service

Degree Works Transfer Equivalency Self-Service (DWTESS)

- Degree Works module where prospective students can self-report their transfer work and credit by examination (such as AP, IB, CLEP) and get an unofficial degree audit based on what they reported.

- Potential users
  - Students considering a transfer to Missouri State
  - Student who know they plan to attend MSU in the future but attend another institution (OTC, MSU-West Plains, etc) now.
  - High school students who want to know how their dual credit classes will transfer.
  - High school counselors who are working with their students on what dual credit courses might be advantageous to their future collegiate experience

Degree Works Transfer Equivalency Self-Service (DWTESS)

Degree Works Transfer Equivalency Self-Service (DWTESS)-What's Next

- ▶ Finalize DWTESS appearance and user testing
- ▶ Finalize user documentation
  - ▶ Detailed user's guide for those who may be assisting students
  - ▶ Shorter DWTESS user's worksheet for student users
- ▶ Create a DWTESS landing page
- ▶ Establish the campus DWTESS contacts
- ▶ Market DWTESS to the different user groups
- ▶ Establish the PROD go-live date (TBD)

Degree Works Transfer Equivalency Self-Service questions from chat?

Katrina Chavez (Associate Registrar-Course and Curriculum Management)

Waitlisting

Curricular Software

Waitlisting

- Add waitlists to your full term or first block sections to help with course enrollment management.

- Add waitlists to those sections at anytime before the term begins.

- Reorder the waitlist if necessary.

- Run reports to keep track of your waitlists.

- How does waitlist work?
  - Waitlisting is open until Wednesday of the 1st week of classes.
  - On Thursday, departments are sent a report of all students left on their waitlists.
  - Friday, all waitlists are administratively removed, and students left on the waitlists are removed.

- If you wish to open a section for waitlisted students, build section with permission and give students permission override.

Curriculum & Catalog Solution Initiative

- ▶ Office of the Registrar has been working with Faculty Senate leadership to identify possible software solutions for the curriculum process.

- ▶ Updated curriculum software would allow amendments, new workflows, workflow updates, and proposal form updates.

- ▶ A new catalog software solution would allow the Office of the Registrar more flexibility to format/update/design the catalog.

- ▶ We are being intentional in our research to find products that support integration as well as system administration that can be managed without significant resource asks of our MIS and Web Strategy & Development teams.

Jeanne Lindeman (Business Processing and Reporting Analyst)

Data Request Form Revision

Data Request Form-Access

Data Request Form-Access

Data Request Form-Access

Getting Data

There are several options if you are needing university data, including student, course, and graduation detail information.

Bear Intelligence

- What you are looking for may already be available in the University's Bear Intelligence system.

Research at Missouri State

- This is a starting point for anyone interested in completing research at or about Missouri State University.

Submit a Data Request Form

- Can't find a report on Bear Intelligence that has what you need? You can use this form to request a new list or report from the Data Support team.

Sidebar navigation:

GETTING DATA

Request Information

Research at MSU

Bear Intelligence

ARGOS

Office of Institutional Research

FACULTY AND STAFF

Submitting Grades

Class Schedule Building

Degree Works (Degree Audit and Student Educational Planner)

Class List

Other Resources

Data Request Form-New Version

Missouri State
U N I V E R S I T Y

Data Request Form

If the data request team has follow-up questions, we may contact you for more information. If you have any questions about how to complete the form, contact MIS@missouristate.edu or 417-836-5315.

Full Name: * Jeanne Lindeman

Email Address: * JeanneLindeman@MissouriState.edu

1. If you are filling this form out for someone else, please include that person's name, department/role, and contact information.

2. Check the item that best describes your role on campus or the role in which you are making this request.

* ○ Student (Students will be required to include the Principal Investigator for the project.)
  ○ Faculty/Staff

3. Describe the question you are trying to answer.

*

4. What data do you need? (for example, enrollment data, retention data, demographic data, survey data, course data, contact information)

*

Data Request Form-New Version

5. Will you be using the resulting data to contact people for survey or research purposes? * ○ Yes
Human subjects research requires IRB approval and students will need to work with a Principal Investigator. ○ No
○ Maybe

6. Will you be sending the resulting data to anyone off-campus? * ○ Yes
○ No
○ Maybe

7. For those who use ARGOS, the on-campus reporting system: are you aware of a similar or existing report (an Excel file, Bear Intelligence, etc.)?
If yes, enter the name and location below. Enter "N/A" if you are unaware of any similar or existing reports.
*

8. If you have already requested this information from an office or person, please indicate them below so we can collaborate with them.
Please **select at least one option** below (select all that apply).

- ☐ This is my first request.
- ☐ Assessment
- ☐ Computer Services
- ☐ Department
- ☐ Enrollment Services
- ☐ Institutional Research
- ☐ Management Information Systems (MIS)
- ☐ Registrar
- ☐ QDUG
- ☐ Other ⓘ

9. Ideally, by what date do you need this data?
*
If you need this request expedited, please let us know and we will do our best to accomodate you.

10. Do you need this report again in the future?
* ○ Yes
○ No
○ Maybe

Data Request Form-New Version

11. The Family Educational Rights and Privacy Act (FERPA) provides privacy and confidentiality of student records. If you are a University official with a legitimate educational purpose, you have access to these records. For more information about the University's policies regarding FERPA, visit www.missouristate.edu/ferpa.

I agree to follow all Missouri State University data policies, including, but not limited to, FERPA, CITI, IRB, and Ethical Research Conduct.

* ○ I agree

12. I agree that I will not share or forward this information to anyone who does not work at the University (unless explicitly authorized by the Office of Internal Audit), or to any University employee who does not have a legitimate, educational / business need for this information. *If emailing people, make sure that you ensure their privacy is maintained by placing the email addresses in the Bcc field, not the To or CC field.*

* ○ I agree

Save Progress | Submit Form

Office of the Registrar Areas of Expertise

- Catalog, prerequisite, and curriculum management
- Class schedule building and registration
- FERPA and many academic policies
- Degree audit and student educational planner questions
- Grading, academic standing, and transcripts
- Undergraduate graduation eligibility and diploma production

System Areas of Expertise

Item	Best Contact
BearPass password assistance	Computer Services Help Desk
Blackboard assistance	Computer Services Help Desk
Civics Exam questions/appeals	https://www.missouristate.edu/Assessment/mo-civics-exam.htm
Core 42 questions	Email Core42@missouristate.edu
Data requests	https://missouristate.edu/requestdata
My Missouri State portal issues	Computer Services Help Desk
Permission, access, and role assignment	Email InformationSecurity@missouristate.edu
Scholarship and out of state fee waiver eligibility	Financial Aid
Transfer pre-approval or reevaluation	Undergraduate Admissions/International Services
Undergraduate exit survey questions/appeals	https://www.missouristate.edu/Assessment/undergraduate-exit-survey.htm

Additional questions from chat?

Missouri State University Office of the Registrar

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