Missouri State University Office of the Registrar

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Annual Meeting-

Fall 2021

Angela Young (Registrar)

Opening Remarks and Meeting Preview

Office of the Registrar Staff and Panel Introduction

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

Administrative Specialist II not pictured

Administrative Assistant position no longer exists-permanently frozen

Today's Annual Meeting Panel

Collective Experience of the panel:

- **81 years in Higher Education**

- **61 years at Missouri State**

- **46 years in the Office of the Registrar at Missouri State**

Nathan Hoff (Associate Registrar- Degree Programs and Advisement Support)

Degree Works Upgrades-Past, Present, and Future

Review of the Advisor Toolkit

Advising Review Resources for Graduating Students

Degree Works Upgrades-Past, Present, and Future

☆ **Degree Works 5.0.3**-*Installed September 26-27, 2020*: Introduced the Responsive Dashboard Audit (new format); upgraded from version 5.0.1

☆ **Degree Works 5.0.4**-*Installed December 4, 2020*: Introduced degree-filtered what-if audits and repeat indicators

☆ **Degree Works 5.0.5**-*Installed June 25, 2021*: Current version that returned the ability to run multiple majors/minors in the what-if audit

☆ **Degree Works 5.0.6**-*To be released for testing end of quarter 3 (late September) of 2021*: Contents and installation timeline not finalized at this time

Future Degree Works Related Initiatives and Projects

Exploring abilities in current 5.0.5 version to expand information block to include advisor, BearPass number, academic standing, and graduation application status.

Launch of initial degree works reporting queries related to exception processing, degree audit GPAs, and course projection and planning aids.

Degree Works TreQ: Tool that allows students to self-report transfer coursework from other institutions to get an unofficial what-if degree audit. Not likely to begin in 2021-2022.

Degree Works 5.0.5 User's Guides
(four versions; revised June 2021)

☆ https://www.missouristate.edu/Registrar/DWTrainingResources.htm

☆ **Student**-How to use the degree audit and student educational planner

☆ **General Advisor/Student Worker**-Above version plus how to look up students

☆ **Department Head/Advisors with Exception Processing Authority**-Above version plus exception processing information

☆ **Office of the Registrar**-Above version plus additional administrative functions

Advisor Toolkit

Web resource for advisors with information about Office of the Registrar related functions launched in spring 2021

☆ https://www.missouristate.edu/Registrar/Advisor-Toolkit.htm

☆ Section 1: Semester Cycle Timelines

☆ Section 2: Advisor Question Depository

☆ Section 3: Additional Advisor Resources

Advisor Toolkit

Easiest access is from the Links tab located at the top of the degree audit

Advisor Toolkit

The Advisor Toolkit is designed for the Missouri State academic advising community as a tool to assist with Office of the Registrar-related functions. The Advisor Toolkit contains the following resources:

Semester Cycle Timelines-Advisor Focused

The following timeline documents have been developed to academic advisors in planning for the various advisor-related functions that occur during the academic semester. These timeline formats have the same information, but are provided in different formats in order to best support the way the advisor wishes to review the information.

Advisor Question Depository

The Advisor Question Depository is created from commonly asked advisor questions. Questions are grouped by topic. Anchor links are provided so you can quickly navigate to your topic of choice. If you have suggestions for additional content that may be helpful, please share your suggestion by emailing Registrar@missouristate.edu. Content will be updated based as new advisor inquiries develop.

Additional Advisor Resources

These are links to other pre-existing pages outside of this resource that may be helpful as supplemental information.

Semester Cycle Timeline-Advisor Focused

Academic Semester Cycle for Advisors (General Layout)
This timeline is a general view to see the various functions that make up each semester of the academic year.

Academic Semester Cycle for Advisors (Date Layout)
This timeline is a date-driven view to see the various functions that make up each semester of the academic year by looking up a specific date to see what semester events occur around the selected date.

Academic Semester Cycle for Advisors (Item Layout)
This timeline is a item-driven view to see the various functions that make up each semester of the academic year by looking up a specific item to see when that item occurs for a specific semester cycle.

Advisor Question Depository

Registration Status
Trial Schedule Builder/College Scheduler
Registration Resources
Mixed Credit and Senior Permission
Majors, Minors, and Certificates
DG/DX (Admission to Degree Program) Holds
Pass/Not Pass Courses
Transfer Reevaluation and Pre-Approval
Students Returning After Extended Absence
Graduation and Commencement

Tools to use when advising graduating students

☆ Recommended to review degree audits of advisees who have applied to graduate.

☆ Most common issue is exceptions that have not been entered.

☆ https://www.missouristate.edu/Registrar/grad_eligibility.htm

☆ Bear Intelligence>Academic Department Lists>Graduation Lists>Graduation Candidates by College or Department

Graduation Candidates by College or Department

Rebecca Harbaugh (Associate Registrar-Operations)

Parchment Digital Diplomas

Personal Information

Signal Vine Texting

Parchment Digital Diplomas

Where Print Meets Digital

Verifiable and Shareable

- Immediate access to digital diploma
- One-click verification and social sharing

Exceptional Experience

- Students receive email and text message notifications to claim their digital diplomas within seconds
- Printed diplomas have 7-15 business day delivery
- USPS tracking standards on all shipments
- Expedited shipping available via FedEx

Parchment Digital Diplomas

Demo Video

https://share.vidyard.com/watch/JVTssPpRJMQ6hpBiQVgZdu?

Personal Information

As a reminder, employees and students can update, edit or delete their phone numbers, personal emails and emergency contacts online themselves.

Employees see the Personal Information link under the Profile tab. Students have the link under their Student tab. It provides a snapshot of current contact information on file for you in Banner.

This is a part of Self-Service Banner 9, so it has a more modern look and feel that you'll see on other new Self-Service Banner pages as they roll out. It's not only easier to read, it's ADA compliant and mobile responsive.

The Office of the Registrar is still where students update their address.

Personal Information

Signal Vine (Text Messaging Software)

Expanded to include all students – over 23,000 current contacts.

We text primarily academic calendar events.

We are starting to utilize texting for graduation clearance.

Shannon Holt (Associate Registrar- Records and Registration)

Registration Upgrade to Banner Self Service 9

Upgraded Banner Student Registration System

New Home for:

The basic class schedule search

The advanced class schedule search
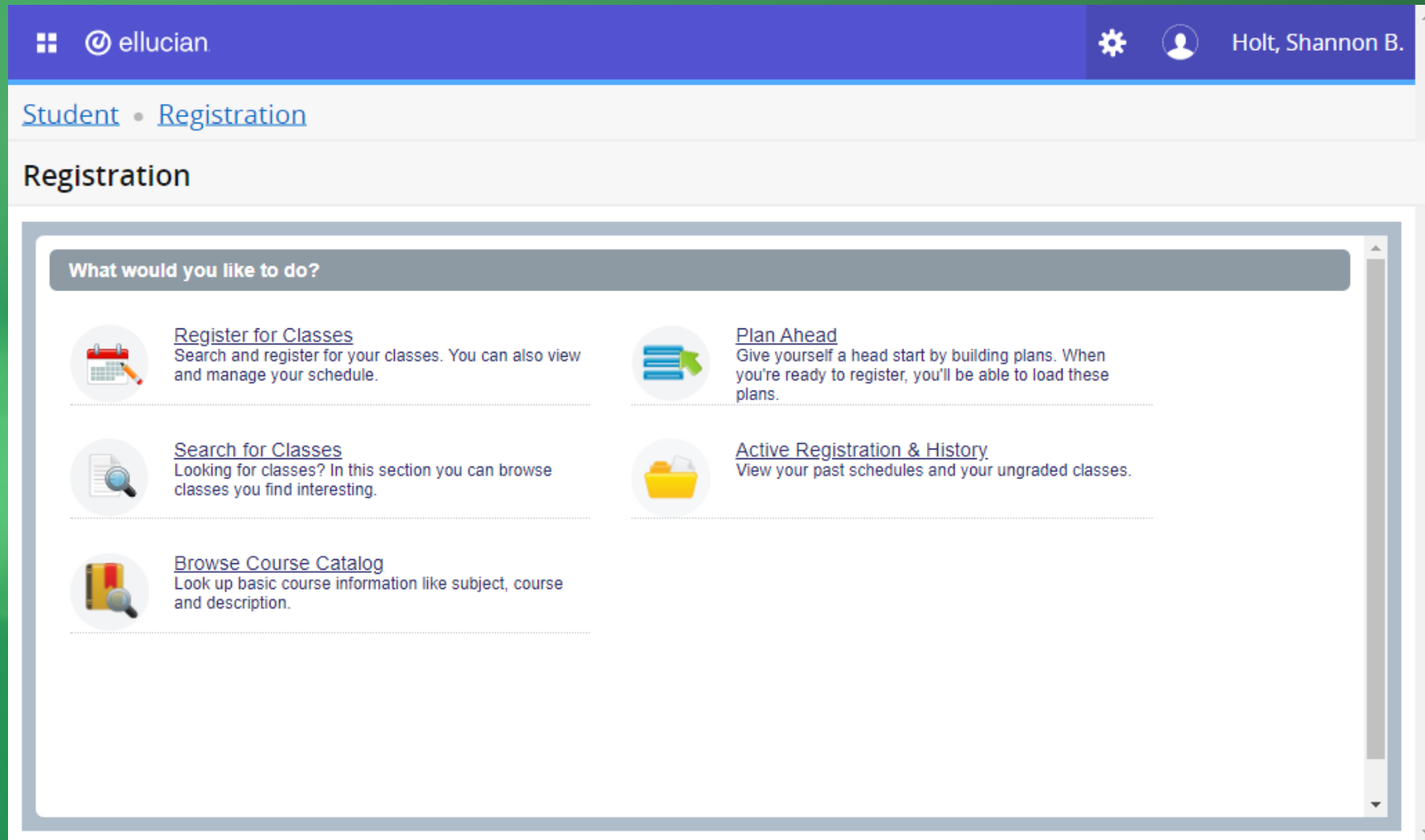
Adding and dropping classes

The trial schedule builder "shopping cart" now referred to as their trial schedule builder "plan."

Students' active registrations

Students' registration history, including past class schedules

Student Registration System - Home Page

Student Registration System - Advanced Search

Student Registration System - Class Search Results

Student Registration System - Class Details

Class Details for Introduction to Religion Religious Studies (REL) 100 001

Term: 202140 | CRN: 44112

Class Details

Course Section Comments

Prerequisites

Instructor/Meeting Times

Enrollment/Waitlist

Linked Sections

Corequisites

Cross Listed Courses

Program Restrictions

Associated Term: Fall 2021
CRN: 44112
Campus: Springfield, MO
Schedule Type: Lecture
Instructional Method: Blended Course
Section Number: 001
Subject: Religious Studies (REL)
Course Number: 100
Title: Introduction to Religion
Credit Hours: 3
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Close

Student Registration System - Registration History

Student Registration System – Adding & Dropping Classes

Student Registration System – Trial Schedule Builder Plan

Katrina Chavez (Assistant Registrar-Course and Curriculum Management)

Class Schedule Building

Curriculum Review

Class Schedule Building

⭐ New Restricted Site/Access

⭐ Cancel Class Section Process

⭐ Teaching and Class Modalities

⭐ How Do I?

⭐ Modality-How to Build

⭐ Registration Errors Resource

Curriculum Review

Approximately 800 proposals submitted

Approximately 455 approved, 76 moving into new curriculum year

The 455 approved proposals break down to:
- **Change Course Proposals-185**
- **Delete Course Proposals-32**
- **New Course Proposals-97**
- **Change Program Proposals-113**
- **Delete Program Proposals-5**
- **New Program Proposals-23**

The undergraduate catalog is published in April, July, and November.

New programs must be fully approved by MDHEWD before we can add to the catalog. New program codes are available the first day of fall classes.

New courses and changed courses impact registration. We add/update these courses as soon as possible after full approval so departments can add to upcoming schedules.

Crosslisting vs. Parallel and Equivalent Courses

Jeanne Lindeman (Business Process and Reporting Analyst)

Data Request Form

Data Request Form Access

Data Request Form Access

Data Request Form Access

Getting Data

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

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.

Data Request Form

Missouri State University 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.

...

Hi Jeanne, when you submit this form, the owner will be able to see your name and email address.

* Required

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

Enter your answer

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

○ Undergraduate Student (Students will be required to include the Principal Investigator for the project.)

○ Graduate Student (Students will be required to include the Principal Investigator for the project.)

○ Faculty

○ Staff

○ Administrator (Director, Department Head, Dean, Office of the Provost, VP, etc.)

○ Other

Data Request Form

3. Describe the question you are trying to answer. *

Enter your answer

4. What data do you need? *

(for example, enrollment data, retention data, demographic data, survey data, course data, contact information)

Enter your answer

5. What will the data be used for? *

If "other," please describe.

☐ Strategic Enrollment Management Committee Work (SEM)

☐ College or Department (enrollment, academic program review, retention, etc.)

☐ Email List (on-campus marketing, recruitment, interest)

☐ Research Project/Publication (You will need to submit a proposal to Institutional Review Board through the Office of Research Administration).

☐ Survey (student learning, experience, indirect assessment)

☐ Accreditation (MDHE, CBHE, accreditators)

☐ Externally or Internally Funded Grant Application or Report (USDE, NSF, USDA, DESE, regional, private or non-profit foundations)

☐ Other

Data Request Form

6. Will you be using the resulting data to contact students for survey or research purposes? *

○ Yes

○ No

○ Maybe

7. Will you be sending the resulting data to anyone off-campus? *

○ Yes

○ No

○ Maybe

8. 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 your report is similar to an existing report, please specify it here.

Enter your answer

Data Request Form

9. If you have already requested this information from an office or person, please indicate them below so we can collaborate with them. *

Check all that apply.

- [ ] Assessment
- [ ] Computer Services
- [ ] Department
- [ ] Enrollment Services
- [ ] Institutional Research
- [ ] Management Information Services
- [ ] QDUG
- [ ] Registrar
- [ ] This is my first request.
- [ ] Other

10. Ideally, by what date do you need this data? *

If you need this expedited, please let us know and we will do our best.

Enter your answer

Data Request Form

11. Do you need this report again in the future? *

○ Yes

○ No

○ Maybe

12. 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

13. Data should not be shared with others and should be used only for educational purposes. If emailing students, 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 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.

○ I Agree

☐ Send me an email receipt of my responses

Submit

Angela Young (Registrar)

Remaining Questions

Closing Remarks and Contact Information

Things the Office of the Registrar can assist with...

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

Things other offices may be best equipped to assist with...

Transfer preapproval and reevaluation (Admissions or International Services)

Blackboard assistance (Computer Services Help Desk

BearPass password and My Missouri State portal issues (Computer Services Help Desk)

Advisor and other related role access requests (Information Security)

Scholarship eligibility and out of state fee waiver questions (Financial Aid)

Data Requests (https://missouristate.edu/requestdata)

Office of the Registrar Contact Information

☆ Phone: x65520

☆ Email: Registrar@missouristate.edu

☆ Website: www.missouristate.edu/registrar

☆ Twitter: @RegistrarMSU (MoState Registrar)