



Registrar Annual Meeting

Thursday, September 3:

8:30-9:30 a.m., PSU 313;

3:30-4:30 p.m., PSU Theater

Agenda

- **Introduction of staff and office**
- **Recently completed system initiatives**
- **Current system enhancements**
- **Future system updates**
- **Major processes of the office relevant to you**
- **Miscellaneous updates**

Introduction

- **Meet the staff**
- **[Who does what?](#)**
- **Helpful tools on the [web](#)**
 - Faculty and Staff Resources
 - Forms
- **[YouTube channel](#)**
 - New video for instructors





Recently Completed System Initiatives

- **Waitlisting**
 - Implemented spring 2015
 - Reviewing for improvements for spring 2016
- **College Scheduler**
 - Implemented fall 2014
 - Preview and compare potential schedules
 - Send to cart feature

Recently Completed System Initiatives

- **Refund & drop deadlines**
 - Students and instructors can view deadlines associated with their schedule
- **Graduation Administrative System**
 - Open to graduate students as well
- **DG/DX request via workflow**

Current System Enhancements

- **Degree Works (degree audit system)**
 - **Go live: October 5, 2015**
 - [Demonstration](#)
 - [Website](#)
 - Future features

Current System Enhancements

- **Faculty Grade Entry**
 - **Go live:** Fall 2015
 - Enhanced user interface
 - Mobile-device friendly
 - Import grades from Excel file
 - Enhanced manual grade submission

Current System Enhancements

- **Ability to drop with a hold**
 - **Go live:** Mid-September 2015
 - Students request in My Missouri State
 - Approval routed to appropriate offices
 - Email is systematically sent to student of drop completion or denial

Future System Updates

- **Registration upgrade**
 - **Go live:** Planned for spring 2016 (summer and fall 2016 registration)
 - Enhanced user interface
 - Enhanced functionality
 - Integration with Degree Works SEP & College Scheduler

Future System Updates

- **Electronic workflow** – a plan to convert predominantly manual and paper processes into electronic workflows, example are student registration requests, requesting permissions and overrides; and initiating mixed credit/senior permission approvals.
- **Integrating forms with Banner** – transition existing forms that are independent of Banner to be integrated with the student system (e.g., grade change authorization, reporting non-attendance, instructor drop, etc.)
- **Electronic transcripts**

Future System Updates

- **Graduation Administrative System Phase III**
 - Allow students to modify submitted applications
- **Degree Works Phase II, Student Educational Planner**

Major Processes of the Office Relevant to You

- **Reporting non-attendance and instructor drops**
- **Grading**
 - approx. 80,000 grades submitted per semester, only 3% not on time
 - Adjusted deadline from 10am to 2pm.
- **Administrative drops (prerequisite, instructor, academic suspension)**

Major Processes of the Office Relevant to You

- **Dropping a class and tuition refund appeals**
- **Proactive Registration**
- **Projected Course Offerings**

Miscellaneous Updates

- **Resources for department heads web page (Enrollment Management)**
- **Reports**
 - Students New to a Department weekly report – students who are new to your department
 - Academic Early Warning report – students who potentially may have academic standing challenges
- **Registration status to audit email notification**

Training Opportunities

- **Degree Works**
- **Faculty Grade Entry**
- **Class schedule building**
- **Experts documentation**
- **YouTube videos**

If you have training needs, let us know.

Thank You!...

**...for your time!
Questions?**

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