

## **Faculty Executive Committee Presentation: Office of the Registrar**

### *Office of the Registrar Initiatives for 2024-25*

#### **1. Attendance Capturing**

We've updated our attendance tracking process to capture student attendance better while remaining compliant with federal financial aid requirements.

#### **2. Academic Appeals Overhaul**

We've streamlined the process for managing academic appeals by implementing new forms and processes for:

- Academic Suspension Appeals
- Special Fee Appeals
- Special Circumstance Withdrawal Appeals

#### **3. Automation and Vendor Partnerships**

To increase automation and efficiency, we've completed contracts with key vendors:

- **Parchment Transcripts:** Print & Mail and Third-Party Ordering are now fully implemented.
- **Parchment Diplomas:** Scheduled to be operational in January 2025.
- **Parchment Raptor:** Our new transfer evaluation tool, is also on track for January 2025.
- **Coursedog:** Enhancing scheduling, space allocation, and room utilization, targeted for completion by April 2025.

#### **4. OTR Website and Restructuring**

We're actively updating the OTR website and restructuring our team to improve support and accessibility.

#### **5. NSC/NSLDS Reporting**

- **Audits:** We've instituted a process for internal audits each semester to ensure accurate reporting.
- **Submissions:** All submissions are current.

#### **6. Restructured Academic Calendar**

We successfully revamped the academic calendar for easier viewing and more efficient operations for all stakeholders.