

Registrar's Office 2009 Annual Report:

1. Implemented the ability through the WEB/BANNER system to allow faculty and authorized students the ability to drop courses on-line throughout the registration dead-lines (i.e. the second week or % or the Part of Term.) This is in addition to the already established registration process to add/drop. This eliminates the running around for signatures.
2. Implemented the ability through the WEB/BANNER system to allow faculty and authorized students the ability to Web Withdrawal throughout the registration dead-lines. This eliminates the running around for signatures. An e-mail is sent to the instructor informing them of the student's status.
3. Implemented an informational registration link on the student tab for students who are authorized which includes: Add/Drop/Withdrawal Information Pertaining to On-line Registration, registration holds, and registration errors.
4. National Clearinghouse
 - a. Work on background rules in BANNER to set up Enrollment Data to submit to the National Clearinghouse.
 - b. Submitted agreements to the National Clearinghouse to the following products:
 - c. Core Service – This will allow a single point of contact for enrollment status and deferment information for financial aid students on behalf of our member institutions to guaranty agencies, lenders, servicers, and the Department of Education. All state and national guarantors and most lenders and services participate in the Clearinghouse.
 - d. Transcript Ordering - This will provide an easier way for students and alumni to order official transcripts via the WEB at anytime.
 - e. The next agreements will be the **Enrollment Verify** which will allow other to verify student enrollment; **Student Self-Service** will allow student to print enrollment certifications, view their enrollment histories, track enrollment verifications and deferments, obtain information on their student loans, and order transcripts via the web.
5. Completed the verification of all summer 2005 newly and readmitted students are scanned into Web Extender.
6. Started the process of eliminating student files for student who have not attended since spring 2003 or are not currently enrolled.
7. Created a Summer/Fall printed class schedule. This saved approximately \$700.
8. Inserted Class Schedule Information on the Webpage. This is a shorter version of the printed class schedule – only the informational part of the schedule is displayed.
9. Started the process of searching/creating IDs of archived transcripts from 1970's and before. The transcripts are also being scanned into WEB Extended for easy retrieval.
10. Hosted a Veterans Outreach Program in November.