New Dean and Department Head Orientation

Office of the Registrar

Introduction and Thank you

- University Registrar, Greg Bouquot
- Associate Registrars

Erin Mason	Brian Rockwood
Areas of Responsibility Records and Enrollment Services (Jen Gattilia) Degree Audit & NCAA Compliance (Carl Rivers) Title IV Compliance	Areas of Responsibility Systems (Louise Larson) Curriculum Services & Scheduling (Marc Hatfield)

- We work collaboratively with deans and department heads and we thank you in advance for your partnership.

Intersection: Diplomacy

- From time to time, we may call on you to resolve issues, including:
  - Enrollment/grading issues
  - Space management: determining which faculty gets space priority, help mitigating faculty disappointment (room preference), use of departmental space when no centrally-scheduled space exists (this would decrease with SMP adherence and classroom "spread" outside Prime Time)
  - Final exam issues (sudden crises)
  - Reinforcement of University and Federal compliance rules and regulations, troubleshooting and resolution of any resulting infractions.

Intersection-Enrollment & Grading

Enrollment- signatures (independent studies, late adds), dispute resolution, student referrals

Grade changes: department heads are cc'ed on grade changes, and should review them for consistency with University by-laws. To do this, it's important you know the grading by-laws.
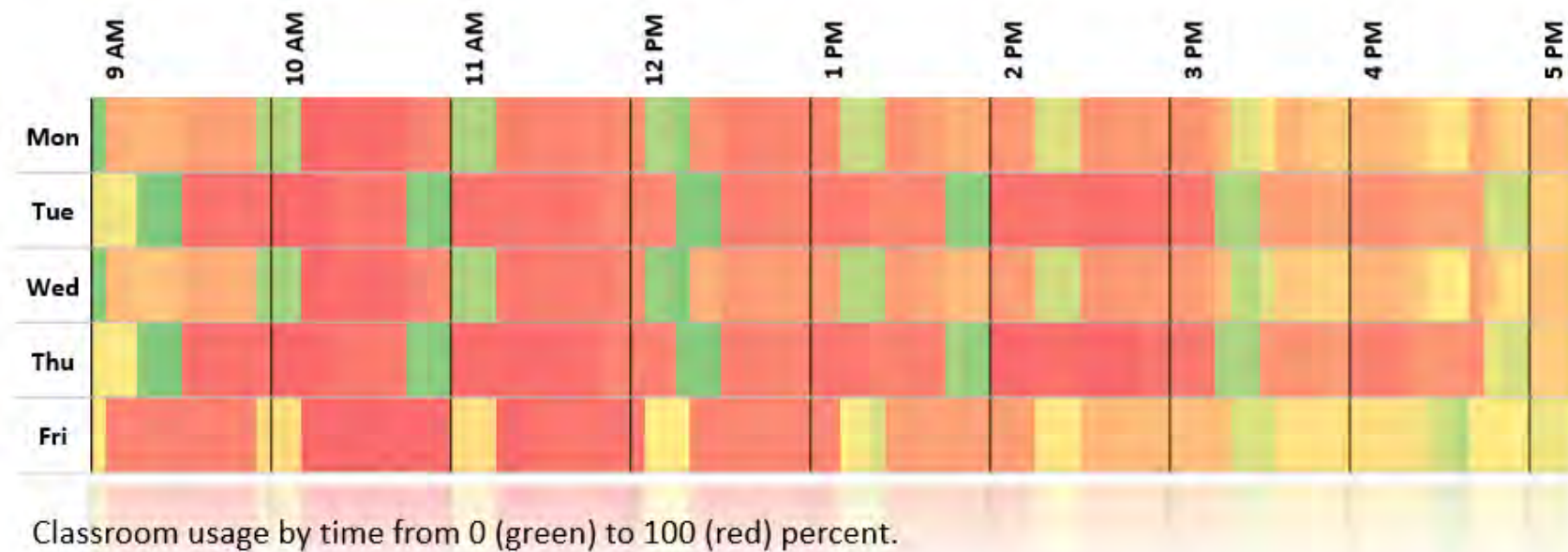
Grade appeals: we receive the outcome of grade appeals and make changes as necessary, requiring your signature.

Academic misconduct issues: working with you and Community Standards, we take the necessary steps to ensure grading accuracy during various parts of the process

Ensuring grades are submitted by the deadline (you will be cc'ed on emails to faculty)

Intersection- Space Management

As the majority of classes scheduled during Prime Time, centrally-scheduled classroom availability is at or near zero for most of that time. For Fall 2018, of just over 2,800 scheduled classes, roughly 95 percent are scheduled during prime time. During red times, there is no centrally scheduled space available.

Classroom usage by time from 0 (green) to 100 (red) percent.

We need help from you and your faculty with: adherence to Standard Meeting Pattern, increasing spread of classes and being eyes and ears in the classroom.

Intersection- Curriculum & Degree Audit

- Demystifying the curriculum change process
- Programming course/curricul um changes in PeopleSoft
- Audit of candidates for degree conferral

Forging A Partnership

What we can help with:

- Provision of a variety of training
- Provision of enrollment and/or scheduling data
- Ensuring development of new curriculum, especially programs, is compliant with University and Federal regulations
- Pointing you in the right direction