

Overview: The mission of your department.

The Office of the Registrar helps students from the beginning and throughout the educational journey--from admission application to final degree check. The office assists students with interpreting university policies and degree requirements, fulfilling transcript requests, or verifying current enrollment for insurance purposes. The office maintains the quality, accuracy, safekeeping, and confidentiality of all records of current and former students.

Points of Pride for 2023-2024: (for reporting academic year)

- ❖ Developed process for mass articulation of data using Articulation Specialist and Intake Analyst seasonal help
- ❖ Simplified Hays High Concurrent Enrollment process for the student by administratively performing all registrations in the Registrar's Office
- ❖ Admitted 1054 applications in 3 days to support Apply Kansas Days
- ❖ Implemented Application for Admission and Admit Home rewording and simplification
- ❖ New and redesigned application packets are now being sent
- ❖ Further streamlined current new and continuous student onboarding
- ❖ Tested early matriculation and subsequent onboarding of new students
- ❖ Helped implement Core and transition to KBOR SW Gen Ed programs in Workday for students
- ❖ Aided Provost's Office in launching CourseLeaf catalog
- ❖ Trained personnel at the department level regarding how to use the newly created course section creation and approval process
- ❖ In conjunction with Tech Services, implemented National Student Clearinghouse Enrollment Reporting data cleanup and data conversion processes
- ❖ Reduced inbound external transcript processing timeline using Brainware
- ❖ Developed and implemented a process to merge historical objects with active student record objects in Workday to produce transcripts and articulate data
- ❖ Launched initiative to update Brainware to Workday integration script beyond the 100-line limit
- ❖ Continued testing of SPEEDE inbound and outbound integration with Workday
- ❖ Added an alternative APR tab for students, advisors and degree analysts
- ❖ Launched access by active students to unofficial transcripts
- ❖ Added a new tab viewable to advisors and administration that shows withdrawal and refund dates
- ❖ Further refined Application for Program Completion (APC) process for a better student experience
- ❖ Helped streamline, organize and execute December and May commencement events
- ❖ Implemented new student address policies and procedures

Focus Areas for 2024-25:

- ❖ Implement Rolling Matriculation at Admission using Spring 2025 Early Matriculation testing
- ❖ Explore the implementation of Workday Preliminary Transfer Credit Evaluation functionality improvements in the Workday 2024R1 release
- ❖ Provide seasonal staff help for workload overload across the 2024-2025 academic year
- ❖ Continue student demographic clean-up activities in conjunction with IEQI
- ❖ Test Workday Leave of Absence functionality
- ❖ Complete testing and implement SPEEDE across Kansas institutions
- ❖ Student self-service transcript ordering and automation within Workday

By the Numbers:

Course Sections Offered by Location and Period					
Location	Summer 2023	Fall 2023	Intersession 2024	Spring 2024	Summer 2024
On Campus	132	1657	0	1655	118
FHSU Online	782	1506	79	1639	745
Sias	17	98	0	130	10
SNU	0	60	0	64	2
Total	931	3321	79	3488	875

Report Source: Find Course Sections

Number of Degrees Conferred by Academic Unit				
Academic Unit	Spring 2023	Summer 2023	Fall 2023	Spring 2024
FHSU Academic Unit	1341	306	818	1284
Sias Academic Unit	607	57	13	*
SNU Academic Unit	418	0	12	*
Total	2366	363	843	1284

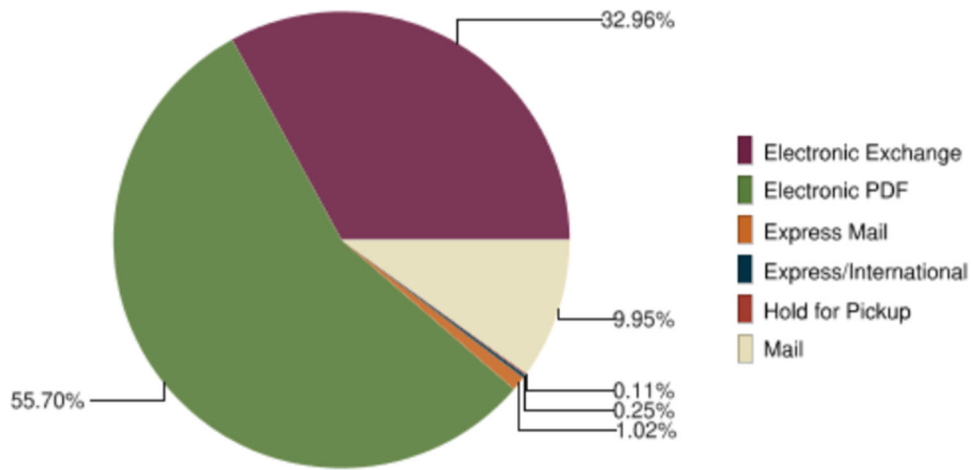
Report Source: Degrees Awarded with Declare and Expected Completion Dates

*Sias and SNU terms end (June 21, 2024) after this report was submitted

Transcripts processed year to date for FY 2024 (July 1, 2023 - June 3, 2024)

- Inbound Brainware Transcripts Processed: 4056
- Inbound Post-Secondary Schools: 824
- Outbound NSC Transcripts Requested: 11,518

Outbound Delivery Method Percentages FY24



*Source: NSC Transcript Volume Report