



UNIVERSITY OF NEBRASKA AT OMAHA

OFFICE OF THE UNIVERSITY REGISTRAR

GENE EPPLEY ADMINISTRATION BUILDING

# 2014-2015 ANNUAL REPORT





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# FROM THE UNIVERSITY REGISTRAR

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I am pleased to share our annual report for 2014-15. This is the first year we have formatted information about our services and accomplishments using a more graphical design and layout. We think viewers will like it. It has been a busy year with many organizational and technological changes. New systems, staff changes, maintenance of current systems and collaborations are summarized in these pages to show how they have contributed to the success of students. We have also highlighted some of our accomplishments, major projects and production numbers in several key areas. As a new year is already upon us, we are looking forward to the excitement new challenges present, with all the interactions we have with students, staff, faculty and alumni that make our working so meaningful.



## VALUES

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- Safeguard the privacy and security of academic records
- Collaborate with others for ongoing improvement and innovation
- Leverage technology to provide our customers greater access and functionality
- Provide the UNO community the resources and support to effectively utilize all technology related to the Student Information System
- Foster a staff of caring and motivated employees
- Encourage teamwork within the workplace
- Monitor office practices and procedures to ensure the most efficient and prompt service
- Be ethical in all we do
- Contribute to the Enrollment Management mission of UNO

## MISSION

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The Office of the University Registrar will provide high-quality service to our customers with the highest standards of integrity, accuracy, efficiency, confidentiality and security. We will strive to be at the forefront of cutting-edge technologies and partner with students, faculty, staff and alumni to provide comprehensive services for enrollment and academic records management.

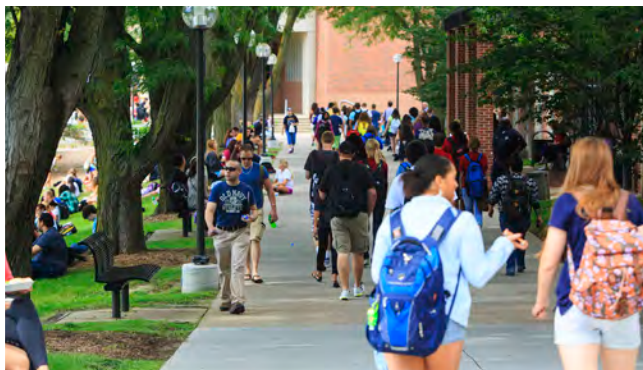


# ACCOMPLISHMENTS 2014-15

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- Enhancements to CCMS to better control credentialing of users
- Hired new Athletic Aid Certification Specialist to help with distribution of financial aid to student athletes
- New Intercampus and Change of Campus form implemented in Production
- Textbook link from Class Schedule to Bookstore for required materials
- Implemented National Student Clearinghouse Enrollment file changes to include optional items to NSC (Student ID, Major, etc), saving the NU system .5 per headcount in Student Tracker fees
- Implemented a Pilot Project of tracking all online program students through Student Groups, Reporting mechanisms and Priority Enrollment
- Assisted with the implementation of Priority enrollment process for Office of Military and Veteran Services students
- Assisted with the implementation of Starfish (MavTRACK) Advising System
- Assisted with the implementation of Course Catalog extract for USAF Military Tuition Assistance program to AI portal to increase efficiencies for students on Tuition Assistance programs through MilTA.
- Created 'View Transfer Credit' link on MavLINK portal allowing students easy access to Transfer Credit Report.
- Degree Works What-If and Look-Ahead course functionality made available to students and advisors
- Better Communication to constituents through CommGen functionality for Enrollment, Grading, Schedule and new features.
- Worked with IS to develop online Official Majors and Programs list for campus-wide use
- Transitioned 85,000 student files to storage
- Removed SSN and DOB from Official Transcript
- Developed a Process with AS and UGA for Pre-professional programs and students
- Worked with Admission offices on ImageNow workflow for electronic student records
- Incorporated Post-graduate Satisfaction Survey into Online Application for Graduation
- Worked with Dual Enrollment Faculty to provide access to courses outside of normal term window
- Developed "Answer Pack" Guide Booklet





## COMING IN 2015-16

- Faculty MavLINK Mobile
- Online Class Scheduling for Departments
- Student Photo Rosters
- Transferology and Degree Works Integration (Allows Prospective Students to Run Degree Audit)
- Educational Planner in Degree Works (Spring 2016)
- Online Chat for Registrar Web Site
- Total GPA on MavLINK and PeopleSoft
- Online Change of Grade Form
- EMII Position Changing to Communications Coordinator to Improve and Provide Proactive Communication with Students, Advisors, Faculty and Staff.

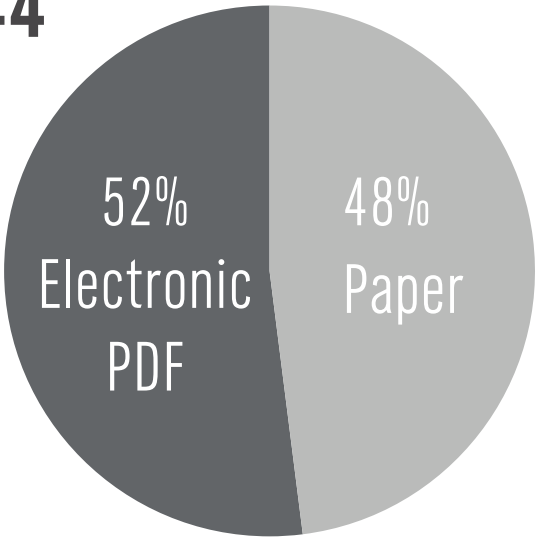
## ACCOMPLISHMENTS PAST 5 YEARS

- Implemented MavLINK mobile application for students
- E-transcript initiative: completed integration with Parchment Transcript and Student information System
- Developed and implemented new Campus wide portal project
- Training sessions provided for faculty and staff: PeopleSoft and FERPA
- Assisted with implementation of Starfish (MavTrack) Advising System Pilot Project
- Implemented R25 Room Scheduling and S25 Space Scheduling Software
- Transfer rules built and automated in Student Information System for top 20 feeder institutions
- Implementation of Transfer Equivalency system for entire campus
- Expanded Degree Audit tool providing new services as students' progress toward degree and upgraded to latest version of software available on market
- Overhauled and implemented Registrar Web site providing new content and streamlining communication for university constituents
- Maintained Peoplesoft Student Information System including testing, validating, and promoting over 25 upgrades and infrastructure improvements

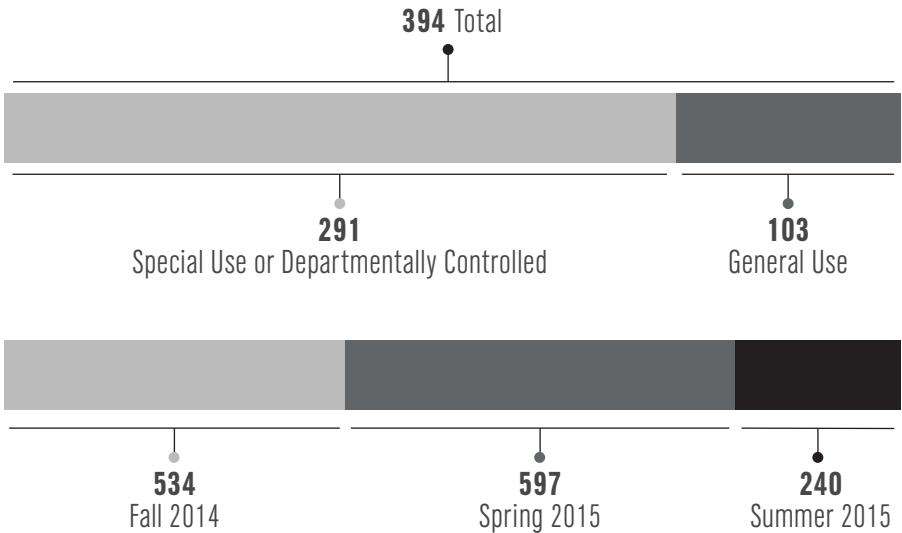
# KEY PRODUCTION NUMBERS

Transcripts Ordered

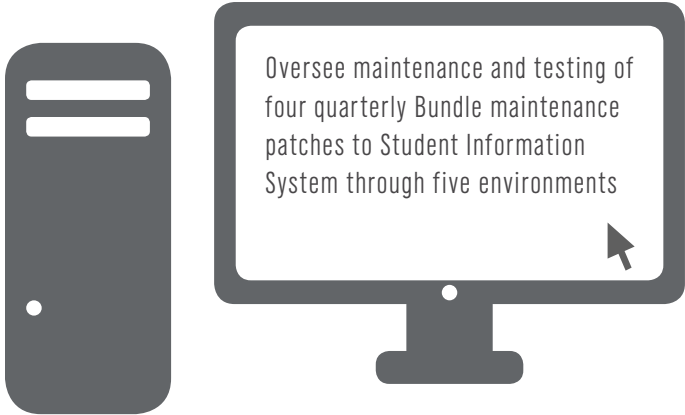
17,944



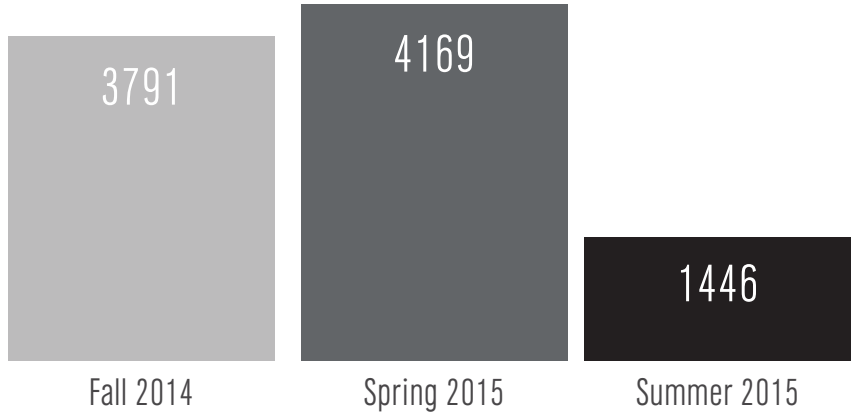
Classrooms Scheduled



PeopleSoft



Classes Scheduled



## Transfer Equivalency System

**1,462**

TES Equivalencies Created

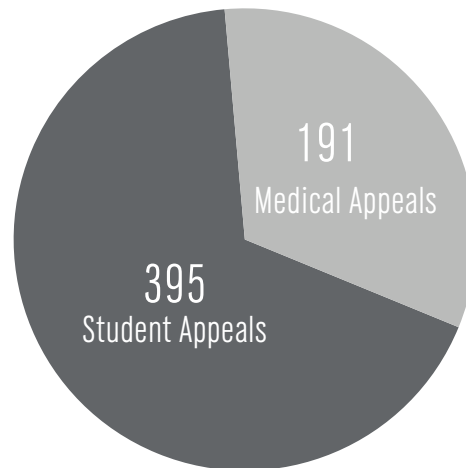
**6,601**

Course Descriptions Viewed

**5,062**

TES User Logins

## Appeals Processed Last Year



## Phone Calls



Incoming



Outgoing

## Name Changes

**1526**

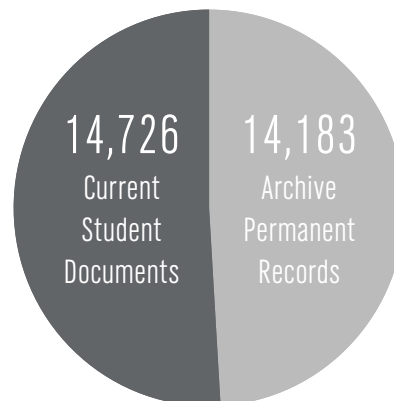
Total SAP feed into PeopleSoft (490 IDM changes and Name Changes that are reviewed)

**318**

Name change files scanned into ImageNow

## Image Now

Documents Scanned In



## Emails Sent

**3800**

Emails sent by  
unoregistrar@unomaha.edu

**150,000+**

Additional emails sent

# KEY PRODUCTION NUMBERS

## Graduation

Applicants

**1,089**

Fall 2014

**1,615**

Spring 2015

**686**

Summer 2015



Posted

**1,009**

Fall 2014

**1,492**

Spring 2015

**585**

Summer 2015

Intercampus

**123**

Applications Processed

Change of Campus

**146**

Applications Processed

Program Changes

**4573**

in 2014-2015 Academic Year

Passport Program

**64**

Senior Learning Passport  
Program Enrollments Processed

Grade Changes

**2,500**

Annual Total  
(48 through new Online  
Grade Change process)

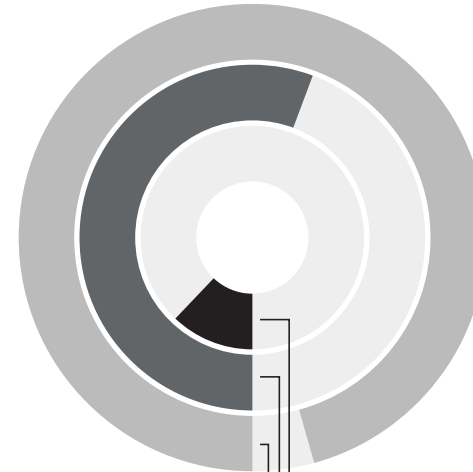


## Enrollment Verification



- **628** Manual
- **1,715** MavLINK
- **2,862** National Student Clearinghouse (NSC)

## NSC Transactions



- **531** Dates of Attendance
- **2,862** Current Enrollment
- **4,894** Degree

### Transferology

**411 Views**

of UNO's information based on equivalencies that match their incoming transfer school since it went live in November 2014

### Transfer Credit

**8,134**

Transcripts Posted

### CCMS

**596**

Course Change  
Submissions Processed

### Degree Works

**100,000+**

audits run last year

# WORKSHOPS/TRAINING SESSIONS OFFERED

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- TES Training of all new advisors and appropriate department chairs
- Monthly “FERPA 101” Training for Faculty and Staff
- Academic Advising Council presentations on Transferology, transfer credit rules related to General Education, Degree Works What-If functionality, new MavLINK dashboard features in quarterly releases
- AACRAO Webinar – Expanding the Credential (5/20/15)
- AACRAO FERPA Webinars
  - FERPA and Email: How To Effectively Communicate With Students & Avoid Liability
  - FERPA Compliance and Parent Relations
  - FERPA Regulations for the Online Environment: A Toolkit For Faculty & Staff
- National Student Clearinghouse/Department of Education FSA - General Overview of Program Level Enrollment Reporting
- Department of Education FSA - Critical Details To Proper Program Level Enrollment Reporting
- AACRAO Webinar – Degree Works Enables University of Nebraska at Omaha Students and Advisors to Plan for Graduation (3/24/15)
- One-on-one new academic advisor initial and follow-up training on PeopleSoft, MavLINK, Degree Works and WebFocus student lists – 12 sessions



## SYSTEMS MAINTAINED

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- Catalog Course Maintenance System (CCMS)
- Degree Works
- Parchment Online Transcript Ordering
- Transfer Equivalency System and Transferology
- PeopleSoft – Student Information System
- MavLINK
- Resource25/Schedule25 Room Scheduling System
- CourseLeaf Class Section Scheduling System
- ImageNow Student Records Document Imaging System
- Registrar Website Content Management System





## STAFF CHANGES

- Front Counter position eliminated – fully supported with student workers
- Communication Coordinator position created – hiring process started
- Jenna Olson was promoted from Assistant Registrar to Associate Registrar
- Olivia Arroyo Martinez accepted position outside of UNO. Her position supporting graduation and transcripts adjusted from full-time to part-time
- Kristy Schweitz, supporting graduation, accepted advising position in CBA. Replacement pending
- Chauncey Patton was hired as Athletic Aid Certification Specialist
- Tracie Anderson was promoted from Athletic Certification Specialist to Assistant Registrar, Athletic Certification.
- Cara Ortega was hired as Associate Registrar with oversight to Degree Audit and Curriculum

## OFFICE SERVICE AWARDS

**UNO Employee of the Month** | Tammie French, July 2014

**Spirit of Service Award recipient** | Tammie French, May 2015

**UNO Service Award** | Tammie French, 35 years

**UNO Service Award** | Barbara Diener, 30 years

**UNO Service Award** | Charlene Wilcox, 25 years

**UNO Service Award** | Allison Junker, 10 years

**UNO Service Award** | Cara Ortega, 5 years

# PROFESSIONAL DEVELOPMENT



Nebraska Association of Collegiate Registrars & Admissions Officers (NACRAO) Fall Conference 2014

American Association of Collegiate Registrars & Admissions Officers (AACRAO) Annual Conference 2015

NeSIS Higher Education Users Group Annual Conference 2014

NACRAO Registrars Professional Development Conference 2014

Academic Impressions, Increasing Enrollment with Summer and Special Sessions 2014

Ellucian Degree Works CoHEsion 2014 Conference

Ellucian Live – Degree Works Conference 2015

Alliance Peoplesoft (HEUG) 2015 Annual Conference

CollegeNet User Conference 2015

CollegeSource User Conference 2015

Leapfrog (CourseLeaf LUC) User Conference 2015

NCAA Regional Rules Seminar 2015

# COMMITTEES & COLLABORATIONS



- New Faculty Workshops
- PS Account – SR/Final Approval
- Academic Advising Council
- MavTrack Advisory Board/IS Support
- BlackBoard Analytics Project - Enrollment Reporting Lead
- NeSIS Student Records Group (NSRUG)
- Nebraska Association of Collegiate Registrars and Admissions Professionals
  - NACRAO Honorary Membership Committee Chair
- Parchment Users Advisory Board
- PESC Academic Credentialing and Experiential Learning Task Force
- Associate Vice Chancellor for Enrollment Management Search Committee
- NeSIS User Interface Committee
- NeSIS MavLINK Mobile Campus Lead
- CourseLeaf Class Scheduling Pilot Project
- University of Nebraska Omaha Commencement Committee
- Vendor Contract Review Team
- Regulated Data Authorization Committee
- Transfer Articulation Committee
- University Wide Chat Discovery Committee



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- Collaboration with Central Administration for TES implementation across Nebraska Public Colleges
  - General Education Committee; New Student Orientation General Education Presentations
  - Athletics
    - Member, NCAA Institutional Performance Program – Governance and Rules Compliance committee
    - Chair, NCAA Academic Performance Program Audit committee
    - Weekly compliance and academics meetings
    - Monthly Coaches educational meetings
    - Monthly Academic Advisor meetings
    - Lead yearly advisor educational meetings on NCAA rules with individual colleges/departments

## REPORTING

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- Provided numerous weekly ad-hoc reports to Colleges and programs.
- Provided collaboration and oversight to WebFocus College Dashboard system.
- Tested, validated and promoted six new College/Department dashboards with 17 new on-demand reporting tools.







# WEBSITE UPDATE & OFFICE NAME CHANGE

In Spring 2015, the Records and Registration Office became the Office of the University Registrar. At this same time we went live with a new website (**registrar.unomaha.edu**) to help communicate this change, as well as the many services the office provides on a daily basis. Since we also have hundreds of documents to present online, we divided our web pages by audience: Student, Faculty and Staff, Alumni and Guests, and Parents.

## Quick facts:

- Full FERPA Training has been added to our web site.
- 141 Webpages created
- 112 Documents added to Website

## New Website Page Views from February - June 2015

- New webpages: 279,497
- Academic Calendar: 28,751
- Class Search: 62,421
- Catalog page: 12,647
- Enrollment Dates: 8,045
- Transfer Credit Guide: 7,543

### Registrar

[Mission, Vision, & Values](#)

[Staff Directory](#)

[Registrar Services](#)

UNO Registrar

The Office of the University Registrar assists students in registering for classes, ordering transcripts, and offers many other support services. It is also our duty to safeguard the accuracy and confidentiality of UNO's academic records. We provide the UNO community with comprehensive technologies and services for enrollment and academic records management.

COMING SOON

[Learn More About...](#)

[Online Class Scheduling \(CLSS\)](#)

[Student Photograph Rosters](#)

[Faculty MavLINK Mobile](#)

[Now Live: Degree Works What-If and Rebrand](#)



Students



Faculty & Staff



Parents



Alumni & Guests



# ATHLETIC CERTIFICATION OFFICE

The Athletic Certification Office within the Office of the University Registrar was created in Fall 2011 and is a requirement for NCAA Division I schools. This past year a second position (Athletic Aid Certification Specialist) was added to support financial aid processing.

- Monitor 290 student-athletes – incoming and current
  - Check on admission and registration status of 93 incoming student-athletes – freshmen, transfers, and international
  - Evaluate 45 transcripts of prospective transfer student-athletes
  - Maintain Student Groups and Athletic Eligibility in PeopleSoft
  - Work with academic advisors to ensure that coursework is meeting student-athlete progress towards degree standards as set forth by the NCAA and the institution
  - Review progress towards degree during the semester to determine any potential eligibility issues
  - Check progress towards degree after grades are posted each term
  - Estimated daily average: 15-20 calls and emails to and from athletics, advisors, and student-athletes
- Reports
  - Compile and submit Graduation Success Rate (GSR) report due to NCAA by June 1
  - Compile and submit Academic Progress Rate (APR) report due to NCAA 42 days from the first day of the Fall semester



## SERVICE ORIENTED

- Open Door Mission Diaper Drive Christmas Project
- Non-perishable Food Collection for the UNO Food Pantry





## OFFICE OF THE UNIVERSITY REGISTRAR

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