



UNIVERSITY OF NEBRASKA AT OMAHA

OFFICE OF THE UNIVERSITY REGISTRAR



2018-2019 ANNUAL REPORT



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EXECUTIVE SUMMARY 2018-19

Highlights 2018-19:

Implement EMS Academic Room and Event Scheduling System

With full implementation in 2019, the Office of the University Registrar merged all event and academic production scheduling systems and implemented a nightly sync of all Fall, Summer and Spring academic courses. The office annually schedules over 9,000 academic courses with over 5,520 needing a room allocation. Implementing this system allows more transparency across campus and saved hundreds of hours of work.

Canvas Final Grades Pilot Project

To assist with the streamlining of the grading process, UNO collaborated with NeSIS and the Canvas teams to add grades from Canvas and display them in PeopleSoft for completion. The pilot process was an overwhelming success and will go live for all Faculty during the Fall Semester.

Faculty Change of Grade eForm Project in MavLINK

The Office of the University Registrar began a Pilot Project during the Spring 2019 term for Change of Grades to Graduate courses. This fall, it will go-live for all Faculty (and the almost 2,100 Grade Changes our office processes manually per year).

UNMC Academic Records Projects

In 2018, the Office of the University Registrar embarked on the task of having one office serve two campuses. Over the last year, our office has accomplished some significant initiatives and created numerous efficiencies and collaborations across our two NU campuses.

We are an OPERATIONAL office.

- Over 75% of our work centers on academic operations in support of students and faculty

We are a PROJECT office.

- We are routinely engaged in major technical projects, one (UNMC collaboration) that directly supports an institutional strategic initiative.

We are a SERVICE office.

- Our service-oriented staff supported our University mission by participating in many on and off-campus programs.

We are a SYSTEMS AND TECHNOLOGY office.

- We support over 13 systems that maintain our student's records. Our staff oversees the PeopleSoft Student Information system and performs maintenance and testing of four quarterly PeopleSoft upgrades through five environments. We also offered many training sessions on the various systems we support.

We are PROFESSIONALLY ENGAGED with several staff members participating in multiple regional and national professional conferences by speaking, presenting, and organizing. Additionally, Matt Schill served on AACRAO's SPEEDE Committee, AACRAO's Nomination and Election Committee and Cara Ortega sits on the University General Education Committee. We are INVOLVED widely in UNO and the broader community, serving on 25 committees and many more ad-hoc committees.

We are a PRODUCTIVE office. In 2018-19:

- Over 16,000 transcripts produced
- Over 9,000 classes scheduled and 744 academic rooms scheduled
- Almost 12,000 Transcripts posted for new students with transfer credit
- 19,886 emails sent and 16,492 phone calls answered
- Over 7,000 TES Transfer Equivalencies created
- Conferred degrees for over 3,000 students
- Issued 2,800 Digital Diplomas with over 60% downloaded and shared across the world
- Performed 6,630 electronic Enrollment Verifications
- Provided collaboration and oversight to eight Reporting Dashboards with 27 new on-demand reporting tools

ACCOMPLISHMENTS 2018-19

• **Implement EMS Academic Room and Event Scheduling System**

The current room scheduling software, Resource25 (R25), was phased out by the software company, CollegeNet in late 2018. In collaboration with the other NU campuses, we reviewed three potential products to replace R25. EMS Scheduling Software best met our needs for classroom scheduling. This is also the same product used by the Reservation Center in the MBSC, which books all non-academic space on campus. Currently, all room usage must be manually entered in both systems we are using (R25 and EMS). Using the same product eliminated the need for double entry. With full implementation in 2019, the Office of the University Registrar merged all event and academic production scheduling systems and implemented a nightly sync of all Fall, Summer and Spring academic courses. The office annually schedules over 9,000 academic courses with over 5,520 needing a room allocation. Implementing this system allows more transparency across campus and saved hundreds of hours of work.

• **Canvas Final Grades Pilot Project**

The UNO Faculty had requested the ability to have final grades in Canvas processed/interfaced to Peoplesoft directly for many years. To assist with the streamlining of the grading process, UNO collaborated with NeSIS and the Canvas teams to add a process that 'gets' grades from Canvas and displays them in Peoplesoft for completion. The Pilot process was an overwhelming success for the Spring 2019 semester with nearly 40 Pilot Faculty using the service and stating it saving hours of work. With UNO leading the project for the entire NU system, we presented at the NU Innovation in Pedagogy and Technology Symposium conference in May. The Canvas Final Grades integration will go-live for all Faculty during the Fall Semester.

• **Faculty Change of Grade eForm Project in MavLINK**

Faculty had requested a more efficient process to streamline the Change of Grade paper form into an electronic form with workflow utilizing the NeSIS eForm technology. The Office of the University Registrar began a Pilot Project during the Spring 2019 term for Change of Grades to Graduate courses only. Through the Spring grading period over 100 Change of Grade forms were processed with no manual intervention with success. This process will go-live for all Faculty (and the almost 2,100 Grade Changes our office processes manually per year).

• **UNMC Academic Records Projects**

In 2018, the Office of the University Registrar embarked on the task of having one office serve two institutions. Over the last year, our office has accomplished some significant initiatives including the following:

▪ **Hired new UNMC-Specific Assistant Registrar position**

A new position that will support both UNO and UNMC Registrar-related initiatives and processes

▪ **CourseLeaf CIM and CAT Launch**

UNMC working with CourseLeaf to finalize forms and workflow for CIM-Course and CIM-Program for the on-site pilot. CIM-Course and CIM-Program deployed to production the week of December 17th with administrator training help on site in January 2019.

▪ **UNMC Official and Unofficial Transcript Updates**

UNMC uses milestones to display thesis titles and other important program information. Adding milestones to the unofficial transcript allows students to be able to see this information in their MyRecords when they view their transcript.

▪ **New Change of Status Online eForm**

Current eForm had allowed for incomplete information and does not allow for changes to be made by students upon submission. Revisited application to minimize errors and make student and staff interactions with the form more positive and useful.

▪ **Process to create new online Residency Application**

▪ **ImageNow Document Retention Initiative**

▪ **Adding Buildings/Facilities to Peoplesoft for EMS Implementation**

▪ **NSC Enrollment Verification File - Including Optional Data for Student Tracker**

▪ **Piloted Transcript Exchange with Nursing and Allied Health Colleges via SharePoint**

ACCOMPLISHMENTS 2018-19 Continued...

- **Degree Audit Evaluation Project**

This project will address the technical, policy, operational, and communication tasks necessary to implement a common degree audit system at the University of Nebraska. The contract for the current degree audit system (DegreeWorks) used at Kearney and Omaha has concluded, providing an opportunity to re-evaluate degree audit options and establish a common system per Board of Regents expectations.

- **Upgrades for MavLINK Student and Faculty**

- Federation Project to allow campus credentials for sign-in
- New Athletic Monitoring eForm project
- GCC student tracking initiative and enrollment
- Student Athlete batch assign minimum credits modification
- Graduation Application – targeting communication
- MavTRACK exploration of new features and modules

- **Advisor Enhancements, Projects, and Collaboration**

- Pre-Engineering probation pilot project
- School of Health and Kinesiology Curriculum/Program changes
- College of Business Advising efficiencies
- Social Work Pilot probation program

- **Other**

- Peoplesoft Q1,Q2, Q3, Q4 maintenance
- Oracle PeopleTools Upgrade
- ImageNow and WebFocus Upgrades
- Hired two new Assistant Registrars and a Clerical Assistant
- Attended and presented at AACRAO Annual 2019, NU Innovation in Pedagogy and Technology Symposium, HEUC 2018 and NACRAO 2018
- Advising and Completion Imperative Subgroup
- Admitted Student Day Registrar engagement



COMING IN 2019-20

- Canvas Final Grades go-live
- New Change of Program/Major eForm
- Coordination of exploration of degree audit system campus-wide
- Change of Grade eForm go-live
- New data security and FERPA training initiatives
- UNMC Canvas Final Grades go-live
- Parent/Guest access upgrades
- Transferology and degree audit integration
- Event Management WebApp room request process

MISSION

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.

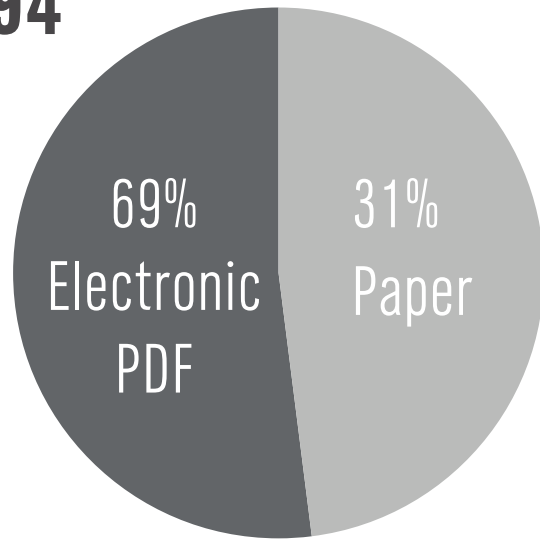
VALUES

- 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

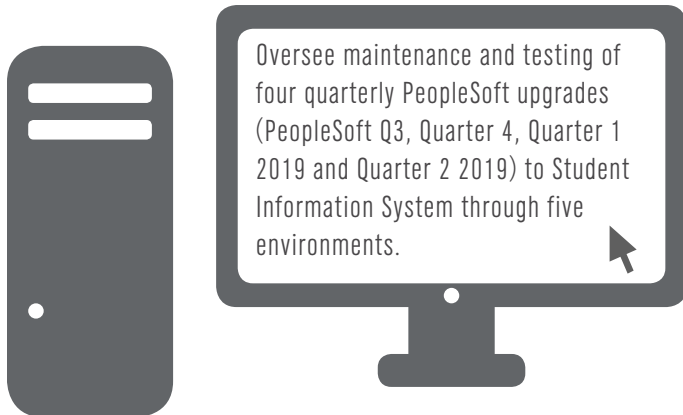
KEY PRODUCTION NUMBERS

Transcripts Sent

16,694



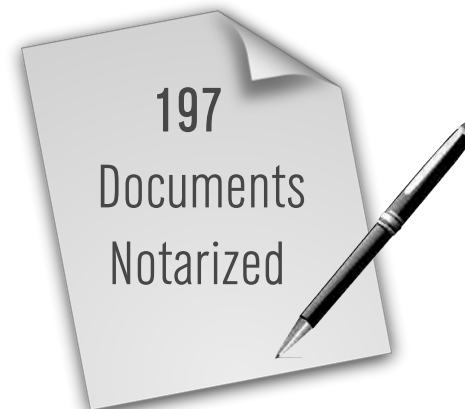
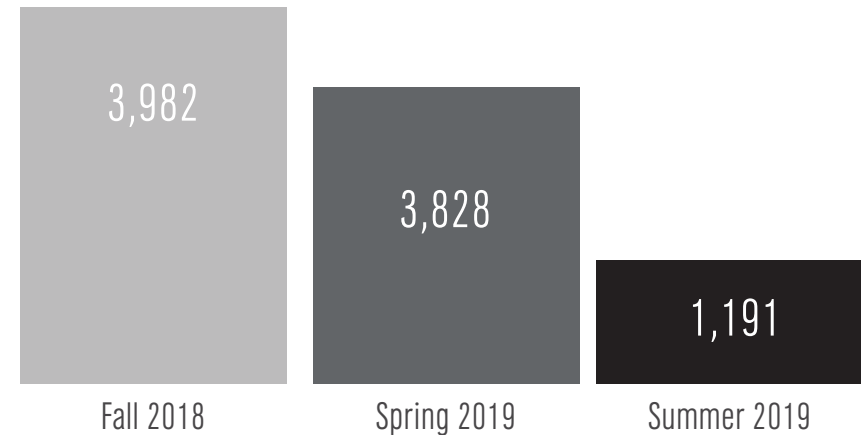
PeopleSoft



Academic Rooms Scheduled



Classes Scheduled



Transfer Equivalency System

7,237

TES Equivalencies Created

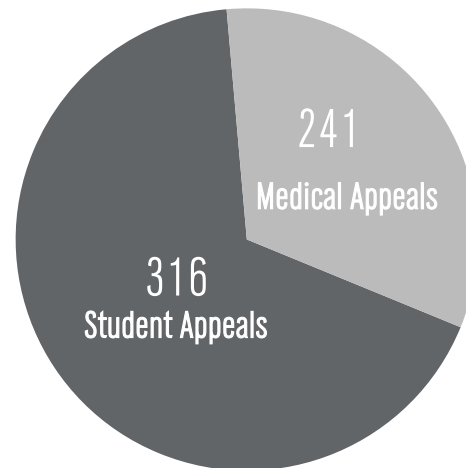
10,145

Course Descriptions Viewed

4,659

TES User Logins

Appeals Processed Last Year



Phone Calls



Incoming

Name and SSN Change

207

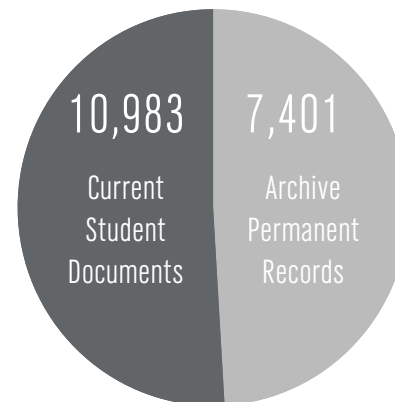
Name Changes

351

SSN Changes

Image Now

Documents Scanned In



Registrar Emails Sent

19,886

Emails sent by
unoregistrar@unomaha.edu

KEY PRODUCTION NUMBERS

Graduation

Degree and Certificate Applicants

1,179
Fall 2018

1,859
Spring 2019

719
Summer 2019



Degrees and Certificates Posted

1,074
Fall 2018

1,724
Spring 2019

623
Summer 2019

Intercampus

241

Applications Processed

Change of Campus

139

Applications Processed

Program Changes

7,732

Includes Plan, SubPlan, and
Program Changes

Passport Program

83

Senior Learning Passport Course
Registrations for
Summer 2018, Fall 2018, Spring 2019

Grade Changes

1,787

June 1, 2018 - June 15, 2019
(**123** through NEW Online
Grade Change process)

KEY PRODUCTION NUMBERS

DIGITAL DIPLOMAS and CERTIFICATES

Issued

1,052

Fall 2018

Claimed/Downloaded

682

Fall 2018

Shared

325

Fall 2018

1,669

Spring 2019

998

Spring 2019

472

Spring 2019

TBA

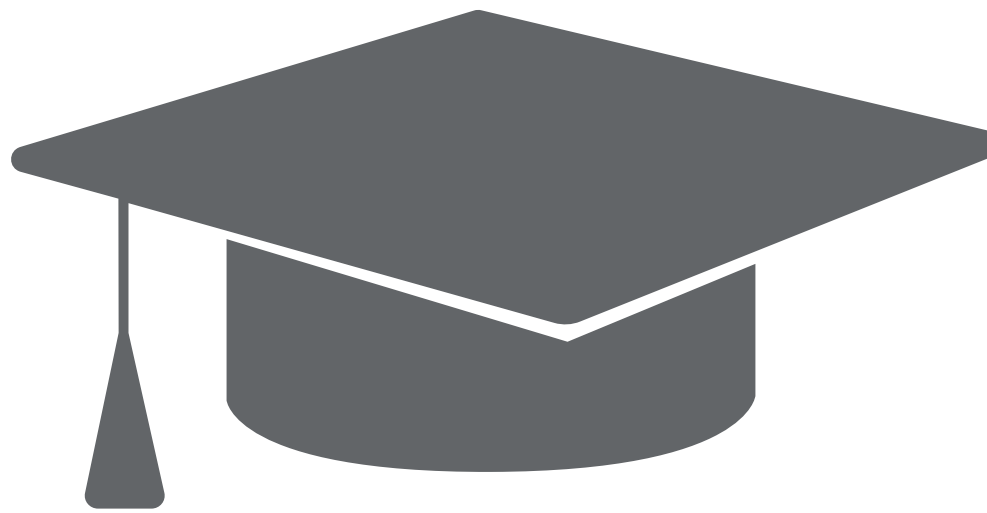
Summer 2019

TBA

Summer 2019

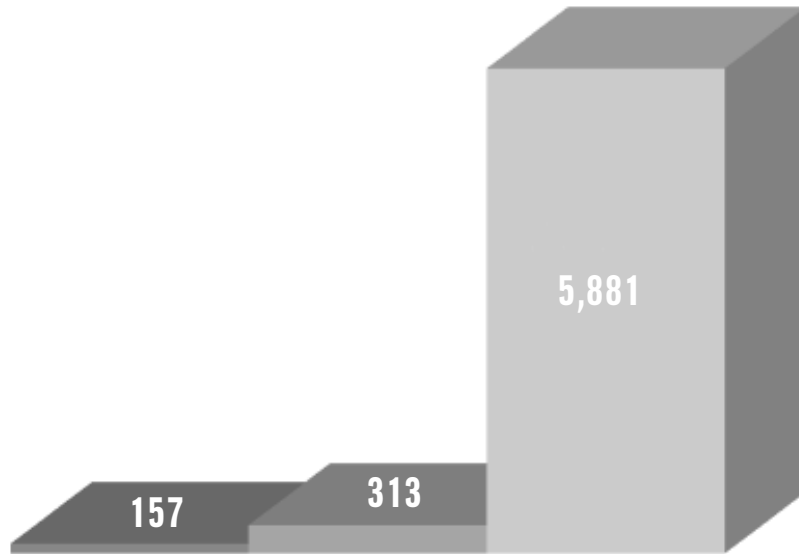
TBA

Summer 2019



KEY PRODUCTION NUMBERS

Enrollment Verification

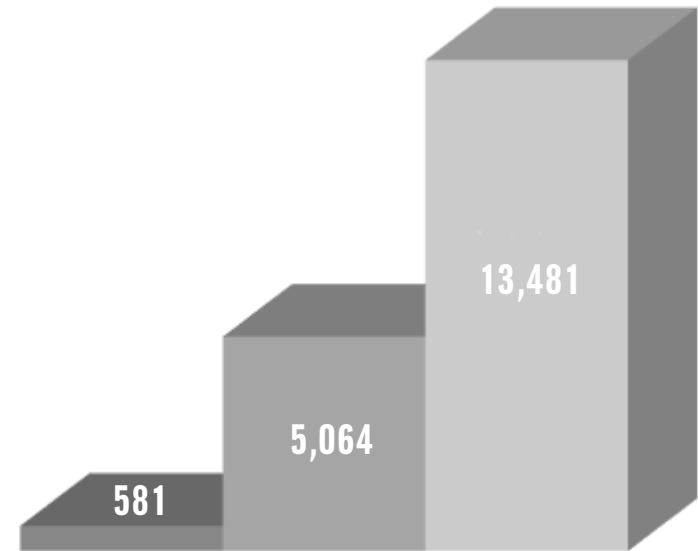


157 National Student Clearinghouse Self Service Certificates

313 Manual In Office

5,881 MavLINK RealTime PDF

National Student Clearinghouse (NSC) Verifications



581 Dates of Attendance

5,064 Degree

13,481 Current Enrollment

Transferology

737 Views

of UNO's information based on equivalencies that match their incoming transfer school

Transfer Credit

11,958

Transcripts Posted

CourseLeaf Course and Curriculum Changes

1,367 Courses

817 Curriculum

Submissions Processed

WORKSHOPS/PRESENTATIONS/ TRAINING SESSIONS OFFERED

- AACRAO Conference – ‘Show Me the Money - Cost Benefits of Electronic Exchange of Student Transcripts’ 2019 AACRAO Annual Conference, Los Angeles, California
- AACRAO Conference – ‘The EDX Chronicles: Maximizing the Benefits of Electronic Transcripts’ 2019 AACRAO Annual Conference, Los Angeles, California
- AACRAO Conference – ‘SPEEDE Panel: Benefits of Electronic Data Exchange’ 2019 AACRAO Annual Conference, Los Angeles, California
- PeopleSoft/MavLINK/Degree Works/MavTrack (24 sessions)
- NU Innovation in Pedagogy and Technology Symposium – ‘Final Grades Integration for Efficiency’ - Lincoln, Nebraska 2019
- Parchment Connect Midwest States Conference – ‘Connecting Credentials – UNO Digital Credentials,’ Parchment Connect- Bellevue University, October 2, 2018
- PeopleSoft, MavLINK, DegreeWorks Training (24 individual sessions)
- CLSS Training (2 sessions)
- FERPA Training (5 sessions)



SYSTEMS MAINTAINED

- Degree Works
- Parchment Online Transcript Ordering
- Transfer Equivalency System and Transferology
- PeopleSoft – Student Information System
- MavLINK Faculty, Staff, and Student Dashboard
- CourseLeaf Class Section Scheduling System
- EMS Academic Room Scheduling Software
- ImageNow Student Records Document Imaging System
- Registrar Website Content Management System
- Assisted in the testing and implementation of over 100 modifications for the NeSIS system
- Oversee access and data into 17 campus-wide 3rd party systems

NEW STAFF UPDATES



Stephanie McGowan
Assistant Registrar
smcgowan@unomaha.edu

Main Responsibilities: Degree Works, Social Media



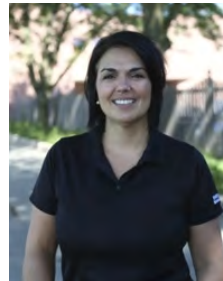
Krissy Miller
Assistant Registrar
kristenmiller@unomaha.edu

Main Responsibilities: Transfer Credit, Intercampus Applications, National Student Clearinghouse



Diana LaCrete
Education Records Associate
DianaLaCrete@unomaha.edu

Main Responsibilities: Student Appeals, Senior Passport Program



Maureen Pope
UNMC Assistant Registrar
maureen.pope@unmc.edu

Main Responsibilities: Oversee Enrollment and Operations pertaining to the UNMC Academic Records Office

OFFICE SERVICE AWARDS

Tammie French, 40 years
Barbara Diener, 35 years
Cara Ortega, 10 years

PROFESSIONAL DEVELOPMENT

- CourseLeaf Training Sessions
- Re-Imagining U Courses
- GateKeeper Training
- 24 hours of Impact- Military Affiliated Student Training
- NCAA Regional Rules Seminar
- AACRAO Transfer and Technology Conference 2018
- AACRAO Annual Conference 2019
- Parchment Exchange User Conference 2019
- Nebraska AACRAO Conference 2018
- NeSIS HEUC Annual Conference 2018
- NU Innovation in Pedagogy and Technology Symposium 2019
- Publication: "The Basic Guide to Electronic Data Exchange" – AACRAO Publication, Co-Author, 2018.

COMMITTEES

- University of Nebraska Co-Lead (UNO Campus) for Nebraska PeopleSoft Student Information System (NeSIS) 2018-present
- NACRAO Member Services Committee Chair
- AACRAO Committee on Standardization of Post-Secondary Education Electronic Data Exchange (SPEEDE) Committee
- PeopleSoft SIS Account – SR/Final Approval – Data Steward
- NeSIS Student Records Users Group (NSRUG)
- Nebraska Association of Collegiate Registrars and Admissions Officers
- PESC Academic Credentialing and Experiential Learning Task Force
- NeSIS MavLINK Mobile Campus Lead
- Contract Review Team
- Information Governance Committee
- UNO Student Records lead for campus-wide portal project for students, faculty, and staff
- Representative on UNO Incident Command Organization, Logistics Group
- UNO/UNL Enrollment Management Task Force, 2018
- Staff Advisory Council
- NU Residency eForm Committee
- UNMC CourseLeaf Implementation Committee
- General Education Committee
- DegreeWorks Core Team
- Advising Committee for Completion Imperative
- Commencement Committee
- NU Guest/Parent Access Committee
- MavTRACK Advisory Board
- Arts and Sciences Hall Renovation Committee
- UNO Event Management System (EMS) Leads Committee, 2018
- Student Registration Appeals Committee

COLLABORATIONS

- Collaboration with UNMC Academic Records
- New Faculty Workshops
- Academic Affairs on CourseLeaf CIM-Course and CIM-Program go-live
- Monthly Campus Community and Student Records NeSIS meetings
- Monthly Academic Advisor meetings
- Admitted Student Day Registrar engagement
- Athletics
 - Weekly compliance and academics meetings
 - Monthly Coaches educational meetings
 - Lead yearly advisor educational meetings on NCAA rules with individual colleges/departments



REPORTING

- Provided numerous weekly ad-hoc reports to Colleges and programs
- Provided collaboration and oversight to WebFocus College Dashboard system
- Tested, validated and promoted eight new College/Department dashboards with 21 new on-demand reporting tools.

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.

- Monitor 275 student-athletes – incoming and current
 - Check on admission and registration status of over 100 incoming student-athletes – freshmen, transfers, and international
 - Evaluate 65 transcripts of prospective transfer student-athletes
 - Maintain student groups and athletic participation in PeopleSoft
 - Work with academic advisors to ensure that coursework is meeting 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
 - Review grades each semester to ensure that student-athletes are meeting NCAA requirements
 - Estimated daily average: 20-30 calls and emails to and from athletics, advisors, UNO departments, 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 8 weeks from the first day of the Fall semester



SERVICE ORIENTED

- Secret Santa to a Senior
- Lunch Hour Service Project
- Welcome Week Move In
- Salvation Army - Ringing Bells





OFFICE OF THE UNIVERSITY REGISTRAR

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