POLICY TITLE
Office of the Registrar Functions

POLICY NUMBER
ASOM 3.5

PRIMARY RESPONSIBILITY
Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created August, 1993/ Effective August 1993; revised Summer 2017/Effective immediately

PURPOSE
The purpose of the Office of the Registrar is to maintain an accurate up-to-date registry of pertinent student data. Student Affairs is responsible for the planning, management, and evaluation of each student's record from initial enrollment through graduation.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff

DEFINITIONS

Academic standards of progress:
Criteria that constitute good academic standing and identify students who may need assistance to achieve academic success.

FERPA:
A federal law that protects the privacy of student education records.

POLICY
To create and maintain appropriate data in accordance with the American Association of Registrars and Admissions Officers (AACRAO) guidelines.

PROCEDURE
The student record keeping process provides:
1. Support for decentralized academic advising by providing both on-line data on demographic information, academic records, and registration data as well as hard copy secured storage of relevant application data, transcripts, and relevant information on the student's progress through the College.
2. Accurate data for auditing by internal and external agencies.
3. Data useful for institutional research.
4. Relevant information in the event of a personal general emergency.
6. Direction and support in implementing and maintaining the standards of Campus Crime and the Student Right to Know Act.
7. Recommends, through appropriate channels, establishment of or changes in policy, procedure and maintenance of same.

The Campus Office of the Registrar includes the following responsibilities:
1. Organizes and directs the Student Affairs records registration system.
2. Reviews credentials of candidates for graduation of eligible students and awarding degrees when appropriate.
4. Prepares and submits data as requested or deemed necessary by the Campus administrator's office or for external agencies for purposes of accountability, information, internal management analysis and satisfying external agency requirements.

Central Responsibilities – College Registrar
1. Assists in developing effective and efficient streamlined records system.
2. Assists in designing college-wide forms and college-wide record-keeping systems.
3. Monitors college-wide activity to assure compliance with College policies and procedures.
5. Collects and assimilates data for internal and external use.
6. Recommends, through appropriate channels, policy, procedure and maintenance of student records.

Tasks
The Office of the Registrar includes the following tasks:
1. Collecting and maintaining student demographic information, academic records, and registration data as well as hard copy secured storage, when appropriate. These records should be stored by the appropriate office.
2. Providing support for academic advising by providing online data on demographic information, academic records, and registration data.
3. Overseeing the grade reporting process for accuracy and completeness.
4. Providing in-service for College personnel in the use of the student information system.
5. Maintaining the accurate storage of records in the college-wide student information system and otherwise in accordance with the American Association of Registrars and Admissions Officers guidelines.
6. Providing accurate data for auditing by internal and external agencies
7. Providing relevant information in the event of a personal or general emergency.
9. Executing specific activities in accordance with dates and guidelines as established by the college/region/campus.
10. Serving as liaison with, and providing requisite information to the other functional areas for the purpose of tracking student enrollment, grading, and changes in student academic standing.
11. Implementing the transfer of credits from other colleges and universities.
12. Implementing academic standards of progress as defined by College policy.
13. Providing auditing for program completion/graduation.

REFERENCES
Registrars’ Policies and Procedures Manual
Campus Crime and Student Right to Know Act -
https://www.gpo.gov/fdsys/pkg/STATUTE-104/pdf/STATUTE-104-Pg2381.pdf
FERPA https://www.ivytech.edu/files/ferpa.pdf

RESOURCE PERSON
Vice Chancellor for Student Affairs