Year In Review

2015 – 2016 Academic Year
WHAT WE DO

OUR VISION
Fostering student success by assisting students in achieving their academic goals.

OUR MISSION STATEMENT
The Office of the University Registrar delivers exceptional service by understanding customer needs and providing accurate information. We produce and maintain official academic records from registration to graduation.

OUR SERVICE
The Office of the University Registrar has University-wide responsibility for student academic records and related processes including:

- Registering for Courses
- Academic Transcripts
- Confidentiality of Student Records/FERPA (Family Educational Rights and Privacy Act)
- Grade Reporting
- Degree Audit
- Graduation and Diplomas
- Verifying Enrollment
- Scheduling Final Exams
- Withdrawing, Re-enrolling, and Academic Renewal
- Scheduling General Purpose Classrooms
- Publishing the Schedule of Courses
- Academic Calendar
- Reviewing Athletic Eligibility of Student-Athletes

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WHO WE ARE

Office of the University Registrar

**University Registrar**
Robert A. Kubat

**Interim Associate Registrar**
Paula Hamaty

**Administrative Support**
Brenda Nagle
Julianne Conner

**Academic Records**
Barbara Barr, Assistant Registrar
Melissa Boettger
Jennifer Feeser
Sharon Hilliard
Peggy Passuello
Sarah Ray
Kristin Taylor
Destiney Treaster

**Enrollment Services**
Tryphena Miska, Assistant Registrar
Vernett Brooks
Lisa Hojnacki
Kimberly McCaslin
Sue Miller
Christy Sherman

**Transcripts and Verifications**
Kaitlyn Roberts, Assistant Registrar
Mary Boyle
Debbie Dillon
Sarah Jones
Lisa Witherite

**Interim Information Technology Director**
Todd Clouser

**Security and Network Support**
Derek Ross
Bob Ryan

**Information Services**
Shawn Wagner, Assistant Registrar
Anna Morrison
Tina Storms

**System Development and Quality Assurance**
Brenda Lange
Aaron Morrison
Michele Wian

CAMPUS REGISTRARS

**Abington** – Joan Raudenbush
**Altoona** – Gina Baird
**Beaver** – Gloria Deschler
**Berks** – David Bender
**Brandywine** – Joanna McGowan
**Dickinson Law** – Pam Knowlton
**DuBois** – Garrett Roen
**Erie** – Jane Brady
**Fayette** – Devon White

**Great Valley** – Joan Raudenbush
**Greater Allegheny** – Larissa Ciucu
**Harrisburg** – Pat Kaley
**Hazleton** – Margie Esopi
**Hershey** – Diane Gill
**Lehigh Valley** – Kathy Eck
**Mont Alto** – Linda Monn
**New Kensington** – Mary Dubbink

**PA College of Tech** – Dennis Dunkleberger
**Penn State Law** – Shari Welch
**Schuylkill** – Elyce Lykins
**Shenango** – Matthew Goral
**Wilkes-Barre** – Margie Esopi
**World Campus** – Monica Mahoney
**Worthington Scranton** – Allison Burns
**York** – Beth Kline
TRANSITION TO LIONPATH

The 2015-16 academic year marked the beginning of the phased transition to LionPATH, the University’s new student information system. Throughout the fall and spring semesters, modules were released for admissions, financial aid, and advising functionality. The first releases related to the Office of the University Registrar processes went live in February 2016 with the launch of the LionPATH Student Center, Course Catalog, and fall 2016 Schedule of Classes. Course Registration followed with a March 2016 release.

LionPATH Student Center
From within the LionPATH Student Center, students are able to complete their required Pre-Registration Activity Guide, which includes the new Financial Responsibility Agreement, verify and update their biographic and demographic information, view their Schedule of Classes, and set up delegated access to grant parents access to view their academic records within LionPATH.

Course Registration
Fall 2016 registration marked the beginning of a new enrollment process for the University. Tens of thousands of students successfully enrolled in classes using LionPATH for the first time. The new process allows students to validate whether they are eligible to enroll in the courses selected or if there is a problem that needs addressed, such as a time conflict, prerequisite requirement, course control, etc. This new step in the enrollment process gives students the opportunity to correct any course selection errors ahead of time so they are prepared to enroll in courses as soon as their assigned registration date allows.

Schedule Builder
In addition to the Class Search function within LionPATH, the University’s new student information system, students have access to the Schedule Builder software, a powerful course scheduling tool that integrates with LionPATH. Schedule Builder allows students to map out their preferred schedules by comparing possible class combinations and blocking break times. Students can use the software to refine their class selections until they come up with their preferred schedule, which can then be imported into LionPATH. This allows students to be fully prepared to register for classes as soon as they are eligible.

Enrollment and Classroom Scheduling Training
In preparation for the University’s first registration cycle with LionPATH and CollegeNET, the new online classroom scheduling system, the Office of the University Registrar provided several hands-on, in-depth enrollment and course entry training sessions at University Park and other campuses. These sessions were designed to help course schedulers and campus registrars become familiar with the new system interfaces and new enrollment and classroom scheduling processes in time for fall 2016 registration.

Record Validation
Members of the Academic Records department assisted the LionPATH team with validating: 1) the synchronization process that keeps records updated between ISIS and LionPATH; and 2) degree audit conversions. At the same time, the Information Technology department continued to work closely with the Project LionPATH team to convert data from ISIS to the LionPATH system.

Upcoming Releases
Several additional processes related to the Office of the University Registrar will be released in LionPATH at the beginning of the fall 2016 semester. This includes graduation checkout, degree audits, transcript ordering, academic verifications, grades, and final exam scheduling. LionPATH officially becomes the system of record beginning August 29, 2016.

LionPATH Resources
Log in to LionPATH: https://lionpath.psu.edu
LionPATH Launch Page: http://launch.lionpath.psu.edu
LionPATH Help Tutorials/Videos: http://lionpathsupport.psu.edu/help
Public Class Search (Schedule of Classes): https://public.lionpath.psu.edu
CollegeNET Schedule25, the new online classroom scheduling system, had its first run in December 2015 in preparation for fall 2016 course enrollment. The Schedule25 system is designed to optimize the use of classroom space by evaluating the capacity, location, and features of classrooms to determine the best room matches for each class.

To help prepare campuses and University Park academic departments for this new process, the Office of the University Registrar provided training to all course schedulers on: 1) how to update courses in LionPATH and 2) how the Schedule25 optimizer would take that data to assign classrooms. Once trained, University staff were able to input their fall 2016 course offerings into LionPATH which, in turn, were fed to CollegeNET for the optimizer to assign general purpose classrooms based on the attributes listed for each course. By February 2016, all campuses had successfully batch assigned their fall 2016 courses to general purpose classrooms and the Fall 2016 Schedule of Classes was released.

Currently, course schedulers continue to use LionPATH to adjust their course meeting patterns and add new course sections as needed, as well as remove course sections not being offered. Where appropriate, classroom assignments also are being added or rearranged within CollegeNET as well. In the meantime, preparations are underway for the rollout of spring 2017 course scheduling in May.

In the meantime, the course scheduling process for spring 2017 is underway with schedulers entering their data into LionPATH ahead of the Schedule25 optimizer run in August 2016.

With the release of CollegeNET 25Live, the new event scheduling system, scheduled for an August 2016 release, the Office of the University Registrar has partnered with the Facilities Resource Management office to launch a CollegeNET informational website for Penn State staff, faculty, and students. The website will provide information about classroom scheduling, how to schedule events, CollegeNET training dates, facility policies, and more. The website is available at http://www.registrar.psu.edu/collegenet.

The use of the CollegeNET classroom and event scheduling systems is a University-wide initiative designed to lead to better room scheduling practices and more efficient space management.
Clearinghouse: Third-Party Requests for Enrollment Verifications

**Total Number of Transactions by Status**

- **Dickinson School of Law**: 36 Confirmed, 6 Unable to Confirm, 0 Cancelled
- **Penn State - Hershey Park Medical Center**: 26 Confirmed, 0 Unable to Confirm, 0 Cancelled
- **The Pennsylvania State University**: 64136 Confirmed, 15414 Unable to Confirm, 201 Cancelled

**BY THE NUMBERS**

**TRANSCRIPTS & ACADEMIC VERIFICATIONS**

- **Total Number of Documents Requested by Students**: 93,503
  - **PDF**: 41.37%
  - **Paper**: 58.63%

- **54,817** Paper Copies Requested
- **38,686** Electronic PDFs Requested
ENROLLMENT SERVICES

Final Grades Posted

- Summer 2015: 61,171
- Fall 2015: 429,676
- Spring 2016: 400,672

Final Exams Scheduled

- Summer 2015: 179
- Fall 2015: 6,679
- Spring 2016: 6,018

INFORMATION TECHNOLOGY

Operations Support

The Information Technology department continues to provide vital system support to our Operations departments by:

- Working with Transcripts and Verifications to troubleshoot system errors with transcript requests.

- Working with Enrollment Services on classroom scheduling, final exam scheduling, and troubleshooting web application problems.

- Working with Academic Records on degree audits, awarding, reporting, and student-athlete data.

- Performing LionPATH data extracts to support conversion, validation, and the sync process.
BY THE NUMBERS

ACADEMIC RECORDS

Degrees Conferred

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<tr>
<th>Semester</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Medical</th>
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<td>35</td>
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<td>Spring 2016</td>
<td>1418</td>
<td>10437</td>
<td>175</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Number of Degrees Conferred

- **15,963** Undergraduate
- **199** Law
- **3,555** Graduate
- **180** Medical

Student Athletes Certified For Athletic Eligibility

- **816** Fall 2015
- **763** Spring 2016

*Number of distinct athletes per semester

13,112 Grade Changes

86 Curriculum Changes

207 College Requests