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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
- Grade Reporting
- Degree Audit
- Graduation and Diplomas
- Verifying Enrollment
- Scheduling Final Exams
- Withdrawing, Re-enrolling, and Academic Renewal
- Scheduling Classrooms
- Publishing the Schedule of Courses
- Academic Calendar
- Reviewing Athletic Eligibility of Student-Athletes
WHO WE ARE

University Registrar
Robert A. Kubat

Associate Registrar
Paula Hamaty

Administrative Support
Brenda Nagle
Julianne Conner

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

Enrollment Services
Tryphena Miska, Assistant Registrar
Vernett Brooks
Linda McClimans
Sue Miller
Wendy Thomas

Transcripts and Verifications
Kaitlyn Roberts, Assistant Registrar
Mary Boyle
Samantha Carson
Sarah Jones
Lisa Witherite

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 – Tina Reed

Great Valley – Joan Raudenbush
Greater Allegheny – Larissa Ciuca
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

Year in Review

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LIONPATH UPDATE

For more than a year and a half, the Office of the University Registrar has been working closely with Project LionPATH team members to prepare for the implementation of LionPATH, the University’s new student information system. LionPATH is being rolled out in phases, which means releases will go-live based on the lifecycle of a student entering in fall 2016. The project went live with its first release in August 2015 for undergraduate and graduate admissions as well as campus community.

The first release related to the Registrar’s Office processes was in September 2015, with the launch of the Course Catalog and Class Schedule module. Having taken the lead with integrating CollegeNET, the new class scheduling system, with the LionPATH Class Schedule module, the Registrar’s Office will be at the forefront of training University course schedulers and campus registrars with these new processes. We will be providing several hands-on training sessions throughout the fall 2015 semester to ensure that all appropriate staff in every academic college and campus have the support and resources needed to successfully enter course information into LionPATH.

Since the project’s launch in February 2014, the Registrar’s Office has been an integral partner in laying the foundation for a successful conversion to the new student system. Our leadership team and staff members from every department have been involved in many aspects of the project including: development of best practice principles, formation of policy guidelines, data conversion, data cleanup, data validation, user testing, system support, training, and implementation of security and access. This pre-conversion collaboration will continue through December 2016, the date of the final LionPATH module release. At that time our office will transition to providing post-conversion support for the University.

LionPATH Release Schedule Related to Registrar’s Office Processes and Functions

September 2015
Course Catalog and Class Schedule

January 2016
Preparation for Registration

February 2016
Enrollment Advising and Running Degree Audits

March 2016
Registration

September 2016
Producing Transcripts and Grade Entry
The Office of the University Registrar is on schedule to implement the first phase of CollegeNET Series 25 in fall 2015. Our staff has spent the past 12 months preparing for this system’s integration with LionPATH, the new student information system. CollegeNET Series 25 is comprised of three systems (Schedule25, 25Live, X25) that will integrate with the current Facility Information System to improve classroom and event scheduling, space management, and facilities planning across the University. 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.

In addition to policy changes ending Priority Room Scheduling and the reevaluation and reclassification of various facilities, the introduction of the Schedule25 optimizer will both improve the University’s ability to use classroom space effectively and ensure that courses are scheduled in appropriate size rooms that better meet the instructional needs of faculty.

Schedule25 will be rolled out in December 2015 as part of the phased implementation of LionPATH. Prior to that time, course schedulers and campus registrars will receive training from the Registrar’s Office on how to update courses in LionPATH. Once trained, staff will be able to log in to LionPATH to add course data for the fall 2016 semester. All course information will be entered into LionPATH by December 2015. That data will be pulled into CollegeNET for the optimizer to assign general purpose classrooms based on the attributes of each course (specialty rooms, such as laboratories, will be scheduled manually in LionPATH first before the automated optimizer runs). Those classroom assignments will, in turn, be fed back into LionPATH in mid-January 2016 for review by each academic area. The fall 2016 Schedule of Courses then will be released on February 1, 2016.

With Series25, the Registrar’s Office will be able to track which classrooms are free at any given time. In addition, the X25 system offers the University many new analytical tools that will provide data on how to optimize classroom scheduling, a feature not available in ISIS, the current student information system. The Series25 reporting tools will be valuable in helping us understand how our classroom facilities are used, which will lead to better scheduling practices and more efficient space management. It will help us achieve our ultimate goal of having a more accurate, integrated facility scheduling system for both academic classes and events.
BY THE NUMBERS

TRANSCRIPTS

96,031 Total Number of Documents Requested by Students

59,593 Paper Copies Requested

36,438 Electronic PDFs Requested

82,845 Total Number of Orders Processed Through Parchment
BY THE NUMBERS

CLEARINGHOUSE
THIRD-PARTY REQUESTS FOR ENROLLMENT VERIFICATIONS

Total Number of Transactions by Status

DEGREES CONFERRED

Undergraduate Degrees: 15,677
Graduate Degrees: 3,419
Law Degrees: 221
Medical Degrees: 134
BY THE NUMBERS

KEY STATISTICS

208,904
STUDENT REGISTRATIONS

831,218
COURSE REGISTRATIONS

26,691
COURSES OFFERED

61,670
SECTIONS OFFERED WITHIN COURSES

16,543
GRADE CHANGES

DEGREE AUDITS

101
CURRICULUM CHANGES

314
COLLEGE REQUESTS

FINAL GRADES POSTED

423,904
Fall 2014

397,543
Spring 2015

60,983
Summer 2015

FINAL EXAMS SCHEDULED

6,337
Fall 2014

5,841
Spring 2015

179
Summer 2015

STUDENT ATHLETES CERTIFIED FOR ATHLETIC ELIGIBILITY

810
Fall 2014

777
Spring 2015

31
DISTINCT ATHLETIC TEAMS

* Number of distinct athletes per semester