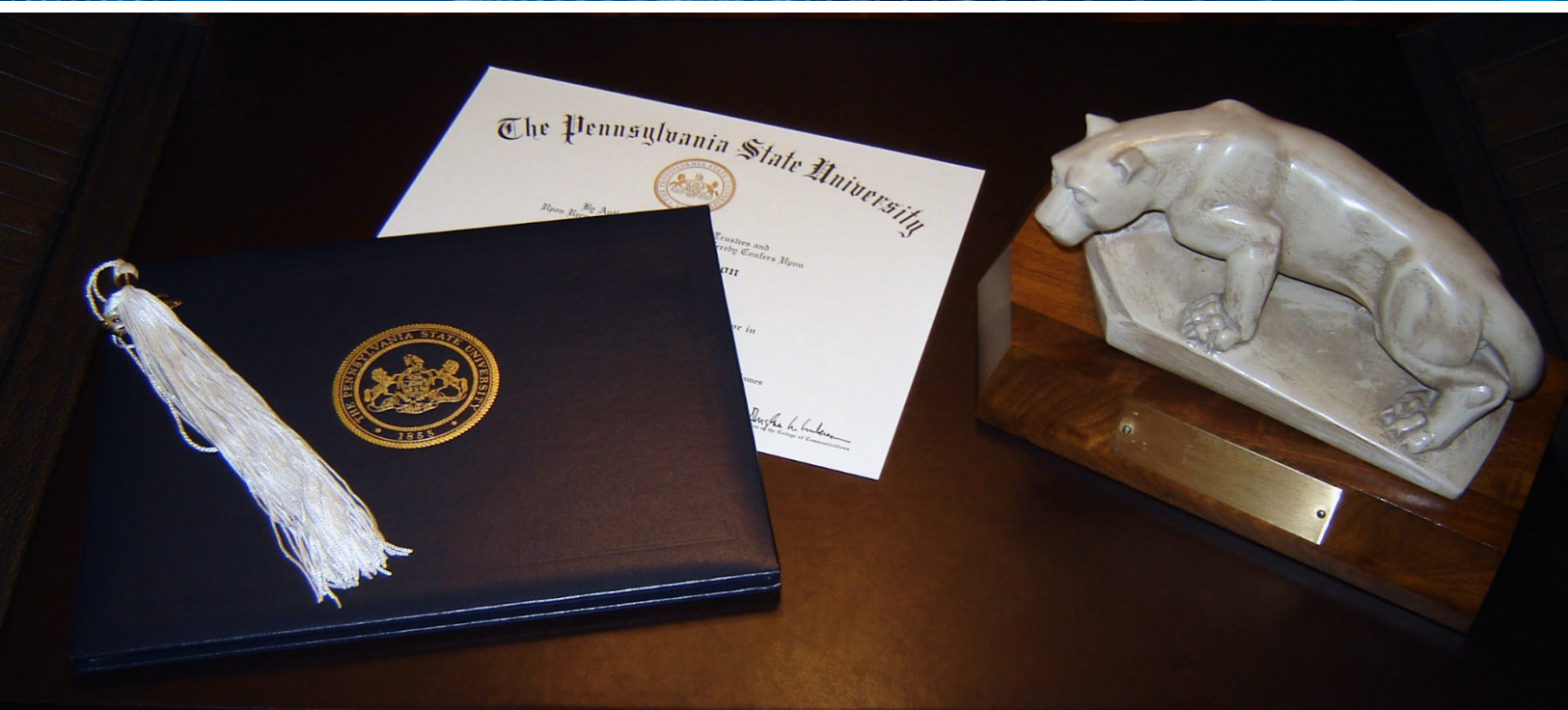




PennState
University Registrar

Year In Review



2015 – 2016 Academic Year

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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/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

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 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

Workington Scranton – Allison Burns

York – Beth Kline

TRANSITION TO LIONPATH

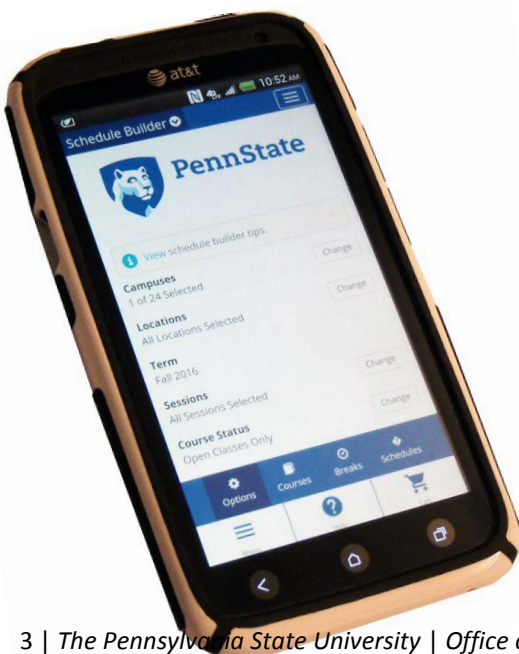
The 2015-16 academic year marked the beginning of the phased transition to LionPATH, the University's new student information system. Throughout the fall and spring semesters, modules were released for admissions, financial aid, and advising functionality. The first releases related to the Office of 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.

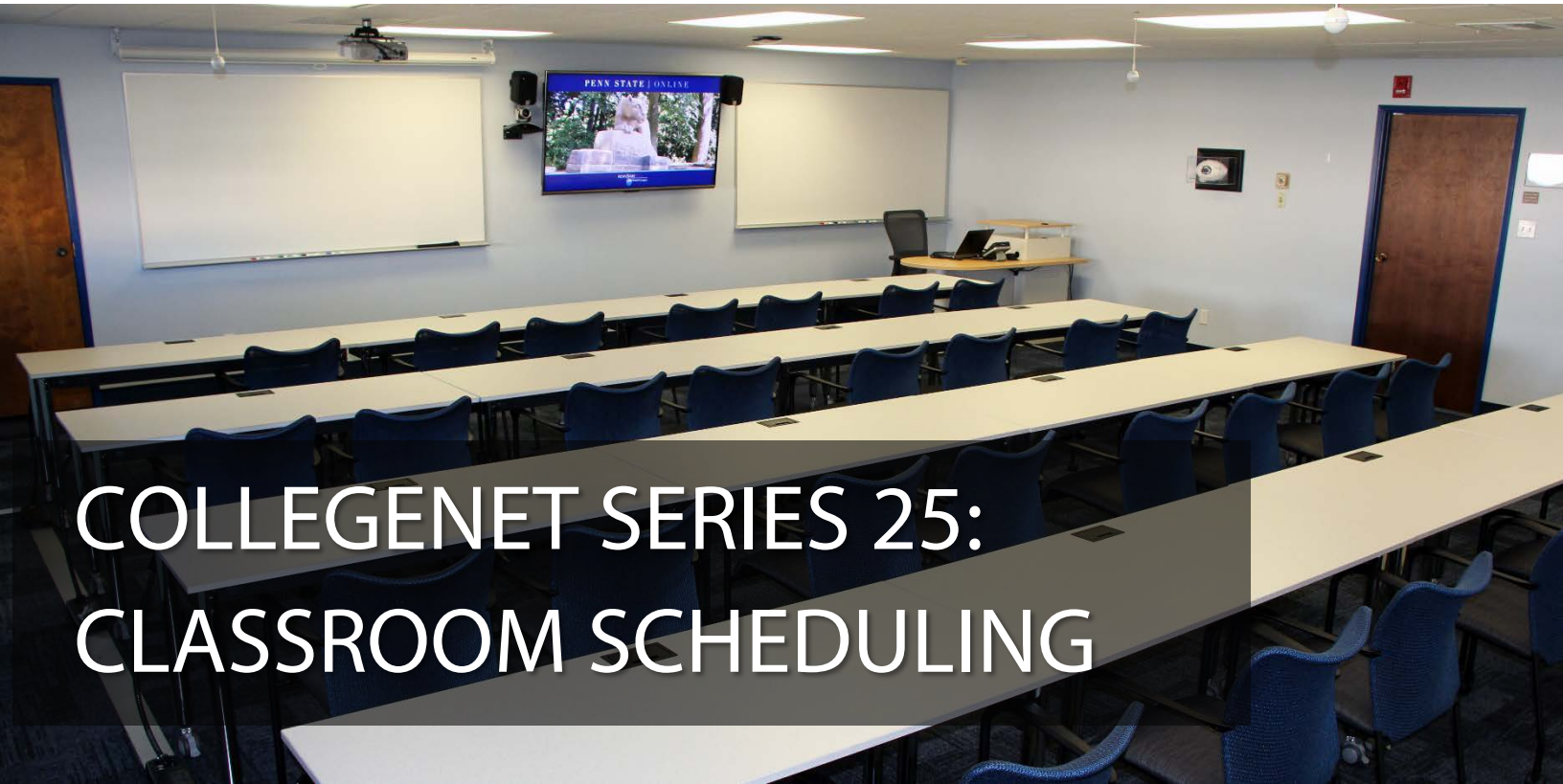
LionPATH Resources

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 SERIES 25: CLASSROOM SCHEDULING

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.

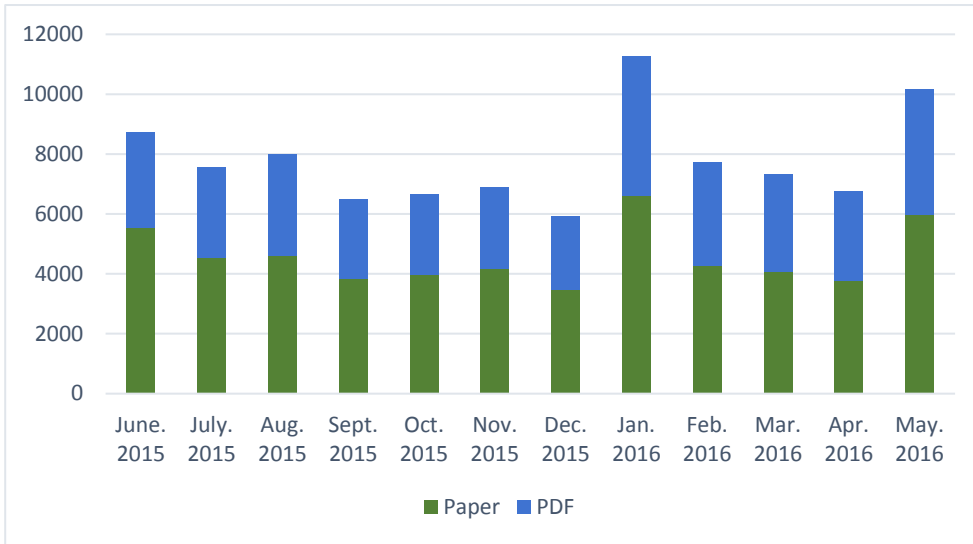
CollegeNET Resources

Log in to CollegeNET: <https://25live.collegenet.com/psu>
CollegeNET Help: <http://www.registrar.psu.edu/collegenet>

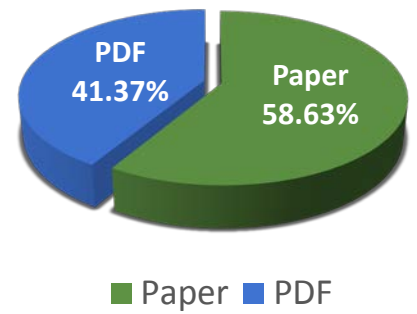
BY THE NUMBERS

TRANSCRIPTS & ACADEMIC VERIFICATIONS

Transcripts



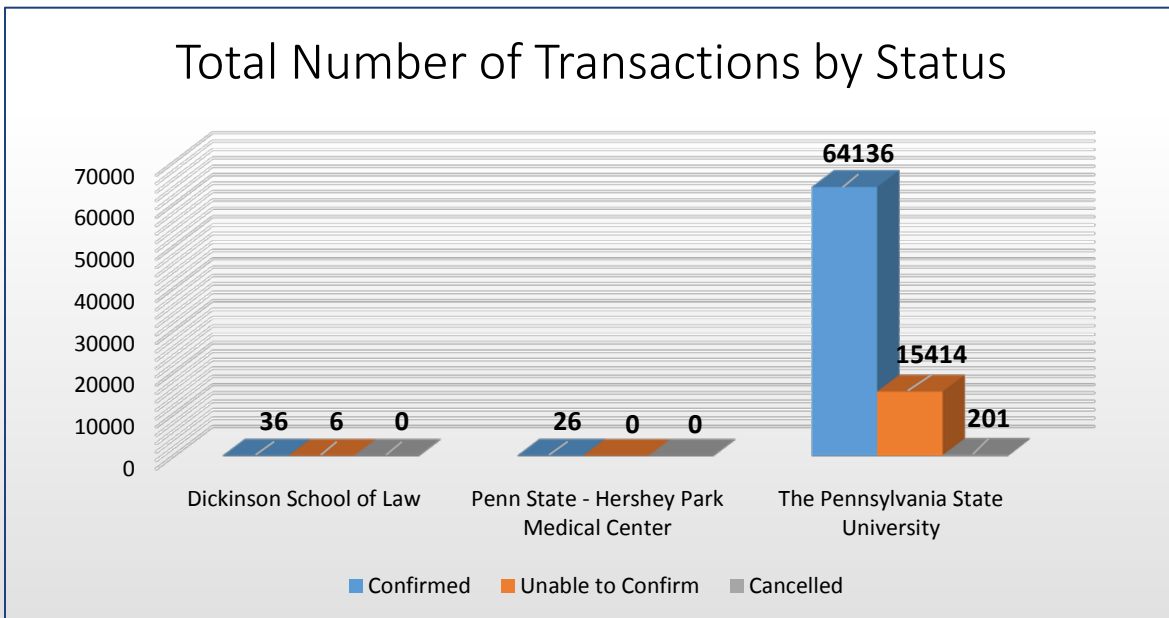
93,503
Total Number of Documents Requested by Students



54,817 Paper Copies Requested

38,686 Electronic PDFs Requested

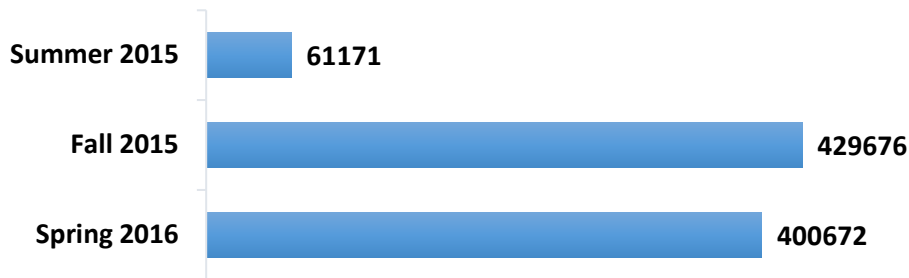
Clearinghouse: Third-Party Requests for Enrollment Verifications



BY THE NUMBERS

ENROLLMENT SERVICES

Final Grades Posted



Final Exams Scheduled



211,515

Student Registrations



839,188

Course Registrations



27,030

Courses Offered



54,392

Sections Offered within Courses

INFORMATION TECHNOLOGY

250+

Data Analysis Requests



164

eLion Log Search Requests



3,236,405

Website Pageviews

Operations Support

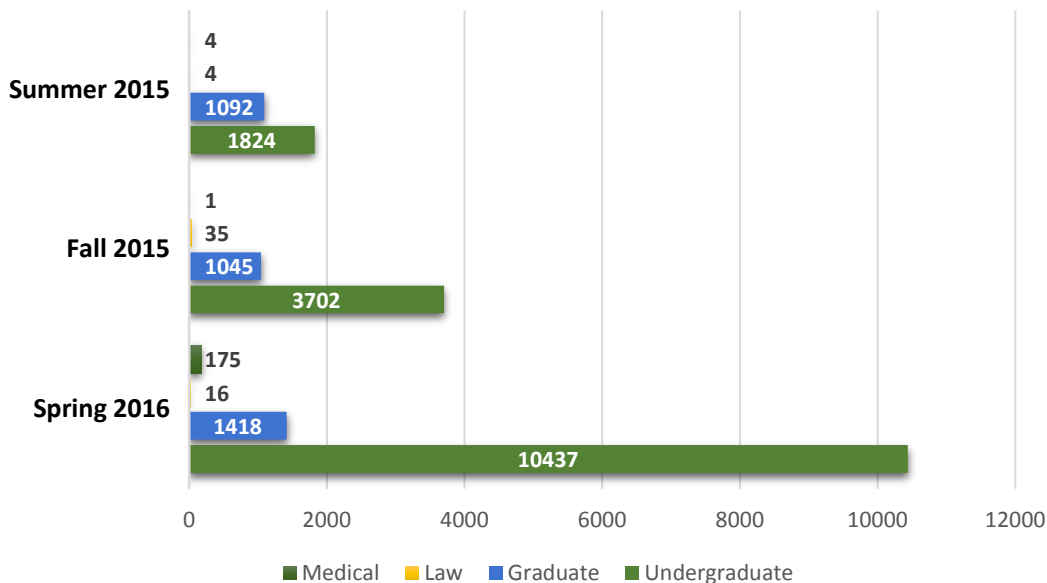
The Information Technology department continues to provide vital system support to our Operations departments by:

- 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



13,112
Grade Changes



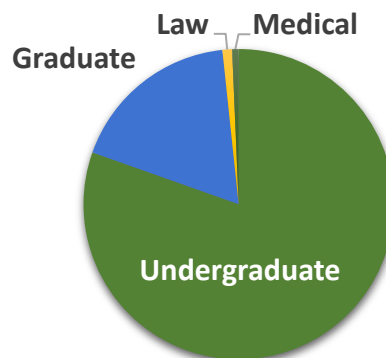
Degree Audits

86
Curriculum
Changes

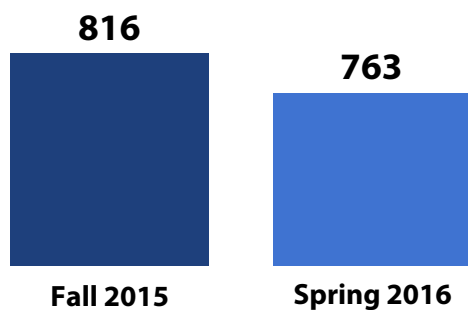
207
College Requests

Total Number of Degrees Conferred

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



Student Athletes Certified For Athletic Eligibility



** Number of distinct athletes per semester*