



YEAR IN REVIEW

2016 – 2017 ACADEMIC YEAR



PennState
University Registrar

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WHAT WE DO ■

Our Vision

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

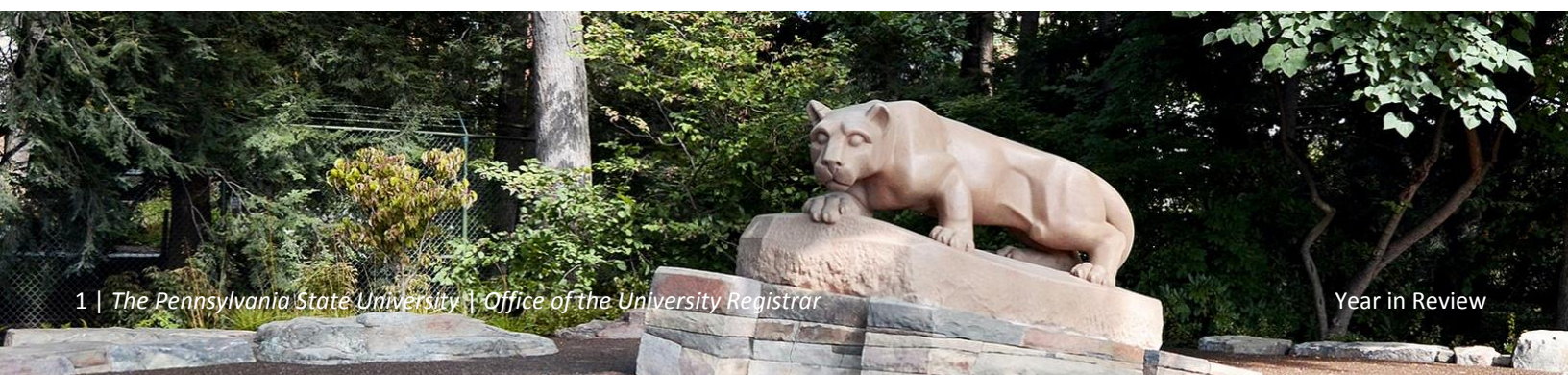
Our Mission Statement

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
- University Bulletin
- 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
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University Bulletin and Web Design
Anna Morrison

www.registrar.psu.edu/about_us/org_chart.pdf

CAMPUS REGISTRARS

Abington – Timothy Smalarz
Altoona – Gina Baird
Beaver – Gloria Deschler
Berks – David Bender
Brandywine – Usha Nair
Dickinson Law – Pam Knowlton
DuBois – Garrett Roen
Erie – Jane Brady
Fayette – Devon White

Great Valley – Elizabeth Del Valle
Greater Allegheny – Larissa Ciuca
Harrisburg – Pat Kaley
Hazleton – Margie Esopi
Hershey – Diane Gill
Lehigh Valley – Zella Ondrey
Mont Alto – Linda Monn
New Kensington – Mary Dubbink

PA College of Tech – Heather Swimley
Penn State Law – Debbie Diercks
Schuylkill – Elyce Kaplan
Shenango – Matthew Goral
Wilkes-Barre – Margie Esopi
World Campus – Monica Mahoney
Workington Scranton – Allison Burns
York – Rita Archer-Clark

LIONPATH: FROM IMPLEMENTATION TO DEVELOPMENT AND MAINTENANCE ■

After three years of planning, development, and a phased rollout of the University's new Student Information System, the implementation phase of Project LionPATH officially ended on January 31, 2017.

On February 1, 2017, the University launched the new LionPATH Development and Maintenance Office (LDMO), which oversees the operation of LionPATH, including functionality in support of the Offices of Undergraduate Admissions, Registrar, Bursar, Student Aid, and Graduate Enrollment Services. The LDMO office also is responsible for maintaining the current system's modules and capabilities, developing new enhancements to the system as they are approved, and performing system updates and upgrades as they are released by PeopleSoft.

Changes during the 2016-17 academic year

The final transition to LionPATH occurred with the release of several new modules and functions during the 2016-17 academic year. Newly implemented Office of the University Registrar (OUR) functions include:

- Grade reporting;
- Final exam scheduling and the creation of a new overload conflict exam request application for students, faculty, and staff from University Park, Penn State Harrisburg, and Penn State Erie on the OUR website;
- All graduation processes, including graduation checkout, diploma ordering, publication of commencement programs, and distinction awarding;
- Transcript and enrollment verification processes, including the ability for employees and students to view and request official and unofficial transcripts and enrollment verifications, as well as the ability for OUR to produce and submit the student enrollment report required by the National Student Clearinghouse;
- Processing of withdrawal and academic renewal requests;

- Update Academics, a tool that can be used by students to request changes to majors, minors, and certificates, and Update Campus, a tool used by students to submit change of campus requests;
- Academic Standing;
- Degree audits;
- Mapping of course substitutions;
- Athletic eligibility reporting;
- President's Awards and Dean's Lists.

In addition, the Faculty Center went live in July 2016, allowing faculty and staff with teaching responsibilities to access and view teaching schedules and class roster information.

What's next

During the 2017-18 academic year, new OUR processes that will be released include identifying and cancelling the classes of enrolled students who are not attending, prerequisite checking during registration to ensure students who conditionally met the requirements completed them, adding additional student identification to official transcripts, and including academic standing on enrollment verifications.

The newly assembled LionPATH Governance Team will be reviewing tasks that require more manual effort than before and determining whether changes can be made to more efficiently and effectively complete those processes.

Finally, LionPATH will be upgraded to PeopleTools 8.56.04 at the end of November 2017. A more significant update to PeopleSoft 9.2 will occur in the future, the details of which are still in the planning stages.

COLLEGENET: CLASSROOM AND EVENT SCHEDULING

The Collegenet Schedule25 classroom and event scheduling system has been in place for over a year now. Since the beginning of the spring 2016 semester, the Office of the University Registrar has used the new system to successfully assign general purpose classrooms based on the course data entered into LionPATH by course schedulers.

In March 2017, a new phase of the Collegenet rollout began with widespread publishers training for staff at all Penn State campuses. The publishers training sessions focused on how to assemble a live calendar of events based on an event search within the Collegenet 25Live system. Users also learned how to customize the style of their newly created calendars and, ultimately, how to publish their calendars onto their unit's website.

Calendars published from 25Live are automatically updated with every newly created event that matches the corresponding search criteria. No additional manual entry to the calendar is required. Once published on their websites, users have the ability to toggle between a list view, monthly view, and table view of events. Users can also choose to add individual events from the calendar to their own personal calendar or subscribe to a feed that

Campus Events Calendar



The screenshot shows the Campus Events Calendar interface. At the top, there are navigation tabs: Photo Events, Table, List, Month, List by Month, and Detail List - Date. Below the tabs, there are icons for 'Add to calendar' and 'Forward to friends'. The main content area displays the month of November 2017. Two events are listed: 1. 'Wednesday, November 1 | 10 a.m. - 12 p.m.' at LEHIGH VALLEY BLDG 303, titled 'Arts Project Drawing and Painting Fundamentals'. Below this event is a photo of a person drawing and the text 'For more information click here'. 2. 'Wednesday, November 1 | 12:15 - 1:30 p.m.' at LEHIGH VALLEY BLDG 135 MULTI-PURPOSE ROOM, titled 'Immigration and its Multiple Dimensions'. Below this event is the text 'A Panel Discussion on the Impacts of Changing US Policy' and 'This event addresses recent immigration policy proposals and reforms and their impacts on individuals and populations in the United States. Click here for info.' Both events have 'Add to calendar' and 'Forward to friends' icons.

provides email updates every time an event is updated or changed. After training, several campuses and administrative units - already have begun to use the Collegenet calendar publishing tool on their websites.

Next steps for the Collegenet system include continued maintenance of location data for academic and event scheduling; working with departments, colleges, and campuses to onboard their facility data; and deploying the integration to the next generation Facility Information System to automate location data updates.

UNIVERSITY BULLETINS

MORE INFORMATION:
SITES.PSU.EDU/BULLETINUPDATE

At the end of the spring 2017 semester, Penn State launched a new initiative to replace the current University Bulletins web-based interface with CourseLeaf Catalog, an academic catalog management system solution. The new system will be administered by the Office of the University Registrar.

CourseLeaf is a software product that allows higher education clients to build bulletins with intuitive editing tools and on-demand publishing capabilities to web, mobile, tablet, and print platforms. CourseLeaf is managed by Leapfrog Technologies, a company with more than 20 years of experience in developing innovative web solutions through customized software.

The University Bulletins provide comprehensive academic

information to students including degree program requirements, General Education requirements, course descriptions, and program descriptions. The new system will improve the accuracy, functionality, and maintenance capabilities of the bulletins by providing: a new responsive, mobile-friendly, accessible web design; a filtered search system to help students easily sort through majors, minors, and certificate programs; a more powerful website search function that is keyword driven to return the best page matches; and a more seamless integration with LionPATH to reduce the number of inconsistencies between the Bulletins and the student information system.

The new Undergraduate Bulletin is expected to launch in spring 2018, while the new Graduate Bulletin is scheduled to launch in fall 2018.

Transcripts and Enrollment Verifications

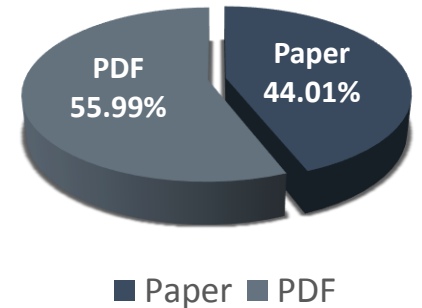
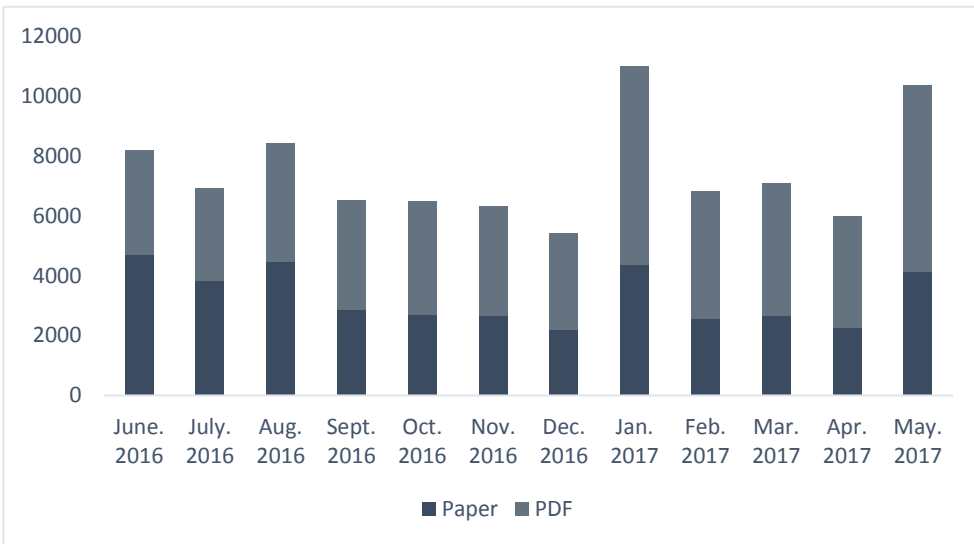


Transcripts

39,418 Paper Copies Requested

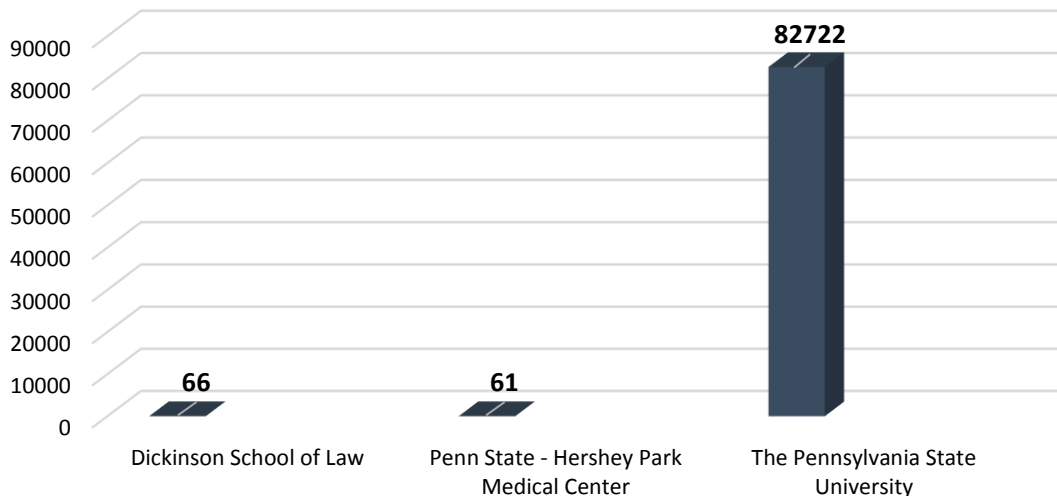
50,143 Electronic PDFs Requested

89,561
Total Number of Documents Requested by Students



Clearinghouse: Third-Party Requests for Enrollment Verifications Processed

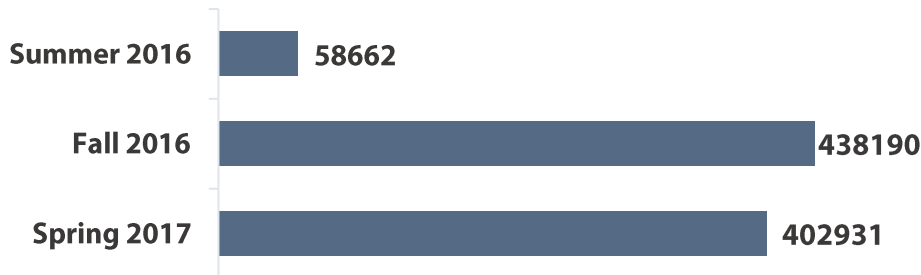
Total Number of Transactions Processed



BY THE NUMBERS

Enrollment Services

Final Grades Posted



Final Exams Scheduled



Final Exams Overload Conflict Requests



Information Technology

The Information Technology department provides day-to-day system support to our departments in Academic Records, Enrollment Services, and Transcripts and Verifications. New initiatives during the 2016-17 academic year included:

- Development of a final exam overload conflict web application for students, faculty, and staff at University Park, Penn State Erie, and Penn State Harrisburg;
- Reconfiguration of the Degree Program Summary to accommodate the final transition to LionPATH data;
- Preliminary development of a Division III athletic eligibility application to streamline the completion of athletic eligibility forms;
- Writing new PS Queries to extract requisite data from LionPATH;
- Replicating the former ISIS process for Phi Beta Kappa degree audit student population selection process;
- Developing queries to create the Academic Standing process to identify students who change from one level to another;
- Developing queries to replicate the Class Rank process using LionPATH data;
- Migrating the FERPA Tutorial & Quiz from the decommissioned ANGEL platform to the Learning Resource Network.

221,441
Student Registrations

827,242
Course Registrations

27,608
Courses Offered

48,519
Sections Offered
within Courses

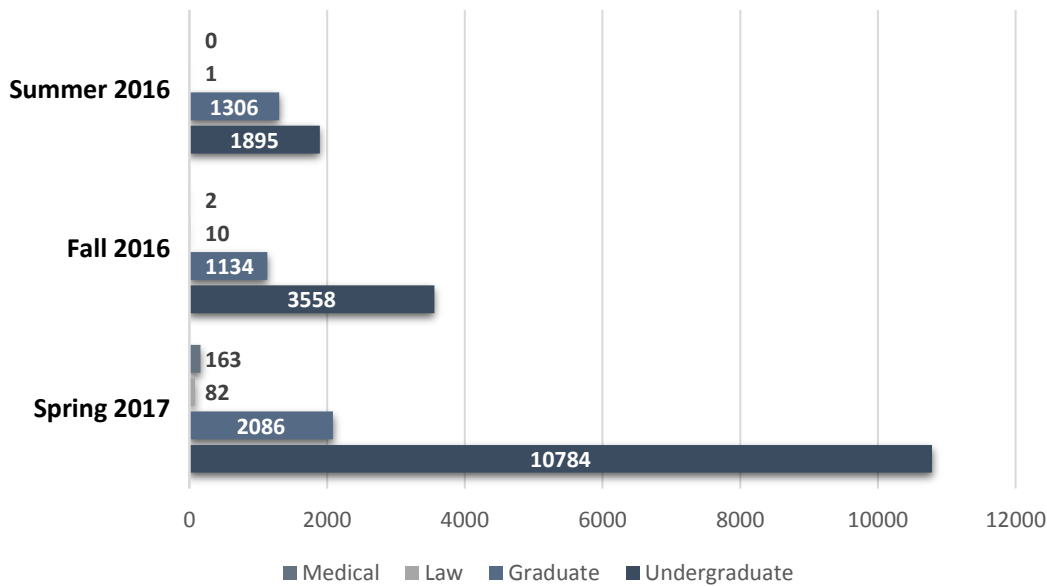
99
SIS Log Search
Requests

4,737,418
Website Pageviews

Academic Records

Degrees Conferred

16,237 Undergraduate Degrees **93** Law Degrees
4,526 Graduate Degrees **165** Medical Degrees



12,701

Grade Changes

◆◆◆

Degree Audits

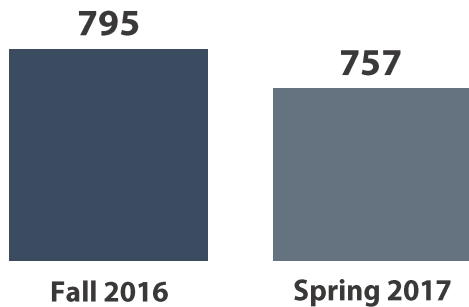
93

Curriculum Changes

1,425

College Requests

Student Athletes Certified for Athletic Eligibility



** Number of distinct athletes per semester*