

# USU Office of the Registrar & Testing Services

Fall 2025



## AT A GLANCE

- Fall 2025 degrees awarded 24 hours after grading deadline:
  - 1,352 of 1,848
  - 73% of sought degrees**
- Fulfilled 2,055 scheduling requests for the spring 2026 term.
- Developed a ServiceNow form to streamline finals scheduling, utilized by 859 faculty across in-person and hybrid courses.

## OFFICE PERSONNEL

- |  |  |
|--|--|
| Registrar's Office   | Testing Centers  |
| <ul style="list-style-type: none"> <li>25 full-time staff (23 in Logan and 2 in Price)</li> <li>13 hourly staff</li> </ul> | <ul style="list-style-type: none"> <li>4 full-time staff</li> <li>45 hourly staff</li> </ul> |

## GENERAL EDUCATION SUPPORT

- Partnered with the Center for Civic Excellence to support the ongoing General Education transition, managing catalog requirements, CIVC course scheduling for fall 2026, and degree audit programming.
- Generated transfer data visualizations for out-of-state General Education courses, enabling the Center for Civic Excellence to forecast and manage faculty workloads.
- Evaluated course demand by analyzing first-time General Education enrollment patterns to distinguish baseline demand from major-specific requirements.
- Identified Concurrent Enrollment (CE) student data to execute a targeted communication strategy regarding upcoming General Education curriculum changes.
- Developed a strategy to clearly document General Education completion through major-specific requirements, streamlining the degree audit process.**
- Produced high-demand course analysis for the Center for Civic Excellence, identifying specific DHA courses with the highest waitlist volume to inform capacity planning.

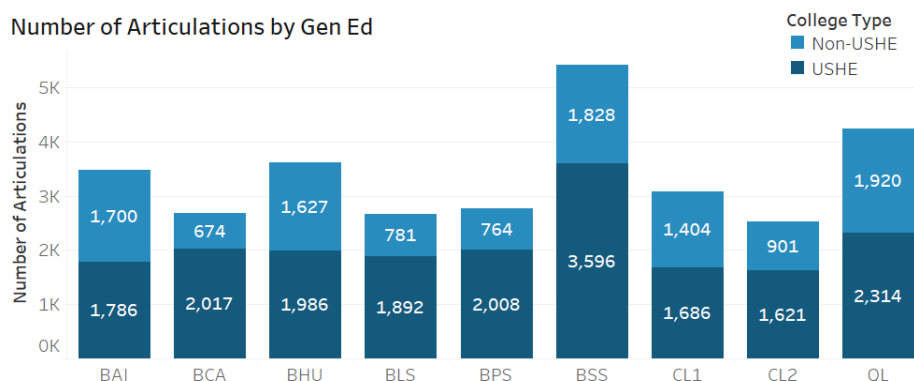
## CONCURRENT ENROLLMENT

- Spearheaded the successful launch of the new CE funding model in fall 2025, ensuring fiscal sustainability and program alignment.
- Facilitated academic support for 7,094 concurrent enrollment students across 104 high schools for fall 2025.
- Aligned 8 new courses for fall 2026 CE delivery, including 2 CIVC courses, to expand curriculum offerings and institutional reach.
- Collaborated with academic departments to address impacts on concurrent enrollment (CE) offerings.
- Conducted a strategic outreach tour with all regional high schools and districts to align General Education adjustments and gather stakeholder input on program expansion.**

## General Education Courses Transferred to USU in 2025

<b>757</b>	<b>6,889</b>	<b>2,131</b>	<b>343</b>	<b>5,314</b>	<b>30,505</b>
Colleges	Institution Courses	Institution Courses First Time Articulated	USU Courses	Students	Articulations

Number of Articulations by Gen Ed



## CURRICULUM

- Adjudicated 1,600+ new and modified course proposals.
- Validated 97 R401 proposals, ensuring information accuracy and institutional compliance.
- Engineered a Coursedog Curriculum Management training website to provide comprehensive technical support and resources for campus partners.
- Facilitated collaboration with Academic Associate Deans to centralize and integrate course learning outcomes into official catalog listings.
- Contributed subject matter expertise to the Graduate Certificate Taskforce.
- Served on the USHE Tech Ed Student Services Subcommittee.**

## COLLABORATIONS

- Expanded our Banner tutorial library with a "Registering for Waitlisted Courses" video based on advisor feedback.
- Established a new data-sharing process to provide 105 academic advisors with college-specific lists of spring 2026 students failing to meet prerequisites following the fall term.
- **Brought Registrar services directly to Day-on-the-Quad, resolving enrollment hurdles and providing students with the real-time guidance needed for a successful semester.**
- Daylin Myers served as the USU staff representative on 7 USU HR "Request for Proposals".
- **Facilitated campus-wide academic scheduling training, delivering 9 hours of workshops and ongoing individual Zoom consultations to support department navigation of the Academic Scheduling Platform.**

## NCAA ELIGIBILITY

- Certified 343 student-athletes for spring 2026 in 14 sports.
- Certified 105 football student-athletes for bowl game participation.
- Assisted USU Eastern Athletics by certifying 85 student-athletes in 5 sports for spring 2026.
- Certified 174 Club Sport students in 7 different clubs.
- 49 football transfer evaluations and counting.

## NEW CATALOG YEAR POLICY

- Spearheaded the development and campus-wide collaboration for USU's first official Catalog Year Policy.
- Codified catalog year designations and degree requirements for all current and returning students.
- Shepherded the policy through university governance to secure final approval for the 2026-2027 Academic Catalog.

## FRAUDULENT STUDENT TASK FORCE

- Partnered with the cross-functional USU Fraud Prevention team, collaborating with Admissions, Student Financial Support, and IT to enhance institutional security.
- **Developed targeted fraud-detection reports to identify high-risk student accounts and mitigate financial exposure.**
- Prevented unauthorized fund distribution by flagging potential fraud prior to financial aid dispersal and the issuance of refund checks.

## FRONT & CENTER

- Presented at the "Front & Center" webinar series, equipping university staff with critical timelines and communication strategies for the upcoming 2026 registration cycles.
- Showcased essential academic resources, including the Degree Works "Plan Ahead" tool and registration tutorials, to streamline the student planning experience.
- Clarified administrative procedures regarding early registration eligibility, hold resolution, and waitlist management.
- Aligned Registrar procedures with student success goals by educating frontline staff on the latest registration policies and student support resources.

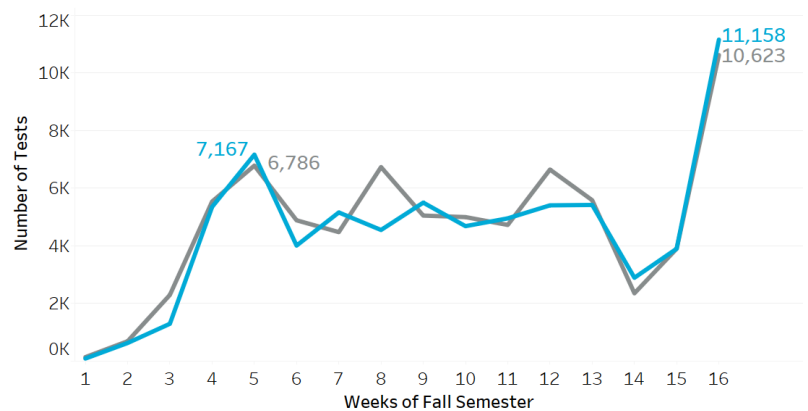
## REGISTRATION

- Simplified registration by creating a new digital form that automatically routes approval requests directly to a student's major advisor.
- Spring 2026 registrations for A-International (formerly China Program)
  - BIT program: 187 students
  - NEEPU program: 128 students
- 2,853 overrides processed by Registration Team for spring 2026.

## ACADEMIC TESTING CENTER

- Proctored a total of 72,195 exams.
- Finals Week volume reached 11,158 exams—our busiest Finals Week since 2019, the last pre-pandemic peak.
- Peak testing volumes outside of finals week:
  - Week 5: 7,167 exams (highest-testing week ever recorded outside of a finals week)
  - Week 9: 5,502 exams
  - Week 13: 5,422 exams
- Average Finals Week wait time remained under 15 minutes, despite record-level volume.
- Management team attended the Intermountain Regional Testing Conference.

Tests Per Week in the Academic Testing Center: 2024 vs 2025



## PROFESSIONAL TESTING CENTER

- The Professional Testing center secured the exclusive PSI contract to serve as the Logan area's official FAA testing site for all USU and community flight candidates.
- Eric was selected as the National College Testing Association (NCTA) Digest Editor, overseeing the organization's flagship national publication.
- Proctored 487 admission, higher ed, and professional exams.