

# USU Office of the Registrar & Testing Services

Summer 2025



## AT A GLANCE

- Summer 2025 degrees awarded 24 hrs after grading deadline:
  - 508 UG and 320 GR
  - 69% of total sought degrees
- Articulated 2,411 exams
- Processed 2,907 transcripts
- Completed 1,278 schedule changes for fall 2025-summer 2026

## OFFICE PERSONNEL

### Registrar's Office

- 25 full-time staff (23 in Logan and 2 in Price),
- 8 hourly staff

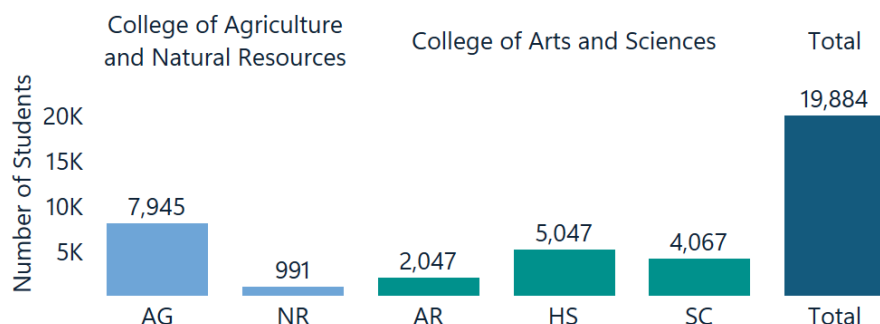
### Testing Centers

- 4 full-time staff
  - 1 hired in summer
- 12 hourly staff
  - 21 hired for fall

## COLLEGE RESTRUCTURE (H.B. 265)

- Updated 732 course- and program-level catalog changes in Banner and Coursedog Curriculum Management system.
- **Updated a total of 1,196 faculty, college, and department assignments and 7,776 course codes in Student Banner to reflect new departmental alignments.**
- Guided departmental changes in Coursedog to ensure all subject codes were correctly tied to their new departments, and that department heads and staff members were assigned correctly.
- Utilized Argos to identify a list of "active" students who are in the AG, NR, AR, HS, and SC colleges.
  - **Identified nearly 20,000 students needing to be moved.**
- Created an automated process with Trevor Bennett to update student matriculation records in Banner to accommodate the restructure of colleges and departments. This provides an efficient solution for handling future large-batch updates.
  - Troubleshoot Banner transition issues with Trevor Bennett, successfully identifying a fix to facilitate the transfer of students into the new AN and AS colleges.
- Adjusted Argos DataBlocks to accommodate changes in student program, college, department, and major parameters, ensuring accurate reporting with both current and historical data.
- The ServiceNow Registration Options form still needs to be updated with the new codes to ensure requests are routed correctly.

### Initial Number of Students Moving to the New Colleges



## CERTIFICATE PROGRAM CODE UPDATE

- In alignment with USHE R402 policy, our office recently completed a major project to update all certificate program codes and naming convention in Banner.
- We collaborated with the Office of Data Analytics to retire outdated codes and implement a new, standardized system.
- The project required updating several internal systems, including Degree Works and various reporting tools.
- To ensure full compliance, our team manually updated nearly 2,000 student records.

## CURRICULUM

- Completed a 10-month implementation of the Curriculum Management and General Catalog platforms (Coursedog).
- **Our team re-created all program requirement pages, degree maps, and catalog information within the new platform.**
- Developed all curriculum proposal forms, including R401 forms, and built efficient approval workflows.
- Produced comprehensive training documentation, launched a support website, and delivered training sessions to users across campus.
- Presented the new catalog interface in a Front and Center session and attended the Coursedog Academic Operations Conference.

## COLLABORATIONS

- Andrew Putt has joined the Course Fee Committee to ensure compliance and assist in the approval of course fees.
- Weekly Academic Record Adjustment and Admission Appeals committee with USU Eastern.
- The Accounts Receivable (AR) team worked with the Controller's Office to finalize account closures at the end of the fiscal year.
- Daylin Myers is serving his final year on the SEA Policy, Benefits, & Welfare Committee as the senior member.
- **On-going collaboration with USU Online to build the new online tuition model, which includes guiding the identification of online students and the relevant data points within Banner.**

## CONCURRENT ENROLLMENT

- Developed the Concurrent Enrollment Vision document to align with upcoming general education changes.
- Presented "Strengthening the Pipeline: USU's Vision for Concurrent Enrollment" at 2025 Department Head Retreat.
- Launched the Early Aggie Summer Semester pilot program with two courses, serving 63 students from 18 high schools.
- Shared a new Concurrent Enrollment funding model with college leadership teams.

## NCAA ELIGIBILITY

- Completed the 2017/18 cohort Graduate Success Rate (GSR) Report, 2 days early – 88% for USU.
- 91 transfer evaluations (48 evaluations for Football).
- Certified 357 student-athletes 2 weeks after spring 2025.

## UNIVERSITY POLICY 2201: STUDENT RECORDS REVISION

- In collaboration with the Office of Legal Affairs, General Counsel, and Compliance, as well as other key academic and administrative units, we coordinated a significant revision of our the USU policy on educational records.
- The focus of the revision was to improve clarity and access for all users, without changing the policy's legal interpretation.
- The revised policy was recently approved by the University Leadership Council, marking a successful milestone in this important initiative.

## REGISTRATION

- Processed 948 summer Registration Options forms compared to 847 for summer 2024.
- Registered 287 International Cooperative Academic Programs students for a total of 3,473 registrations.
- Completed 9 student/HB60 audits in summer.
- **Identified 805 mismatched campus & registered course locations; confirmed with students their locations.**
- 453 students requested a prerequisite override for 924 courses. 322 of the students used the requested override.

## 2025 UACRAO ANNUAL CONFERENCE

- We attended the annual Utah Association of Collegiate Registrars and Admissions Officers (UACRAO) conference.
- **Higher education statewide leadership:**
  - **Adam Gleed** successfully concluded his two-year term as Vice President of Technology and Communications.
  - **Kirsten Barton** was elected to a two-year term as Treasurer

## PROFESSIONAL TESTING CENTER

- 227 Higher Ed Exams - Program Entrance, End-of-program Competence, Educational Advancement, etc.
- 206 Professional Licensure, Certification, and Advancement Exams.
- 41 Undergraduate and Graduate Admissions Exams.

## REGISTRAR'S SUMMIT

- **Held our inaugural Registrar Summit with the primary goals of demystifying our work and becoming a more trusted campus resource and partner.**
- The event was a significant success, with 234 attendees from the main campus and statewide system participating either in-person or virtually.
- The summit featured three sessions totaling 12 presentations, covering a wide range of critical topics, including student records, registration, concurrent enrollment, and curriculum management.
- This successful initiative helped us continue to be a collaborative campus partner, and it provided a critical opportunity to hear and address concerns, fostering stronger partnerships throughout the institution.

## SUMMER TRAINING: LEVERAGING STRENGTHS FOR TEAM SUCCESS

- Our team recently held a summer training focused on professional development and team building.
- To prepare for the event, all team members completed two key assessments: the CliftonStrengths assessment and an internal personnel assessment.
- Jillian Morley from the Career Design Center led a session on how to apply individual strengths to improve team performance.
- Fran guided the team through a discussion on group dynamics and a comprehensive year-in-review.

## ACADEMIC TESTING CENTER

- Proctored 2,384 exams from May 5 - August 8.
- **Began a strategic evaluation of the Academic and Professional Testing Centers to clarify our service scope, align practices with university needs, and create a guiding vision for operations.**
- Provided support to DRC with accessibility projects including captioning video content and adding alt-text to Canvas images for Digital Accessibility Services.