# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Activities / Progress On Goals</td>
<td>2</td>
</tr>
<tr>
<td>Plans for the Future</td>
<td>5</td>
</tr>
<tr>
<td>Staff Excellence</td>
<td>8</td>
</tr>
<tr>
<td>Org Chart</td>
<td>8</td>
</tr>
<tr>
<td>Hires &amp; Resignations</td>
<td>9</td>
</tr>
<tr>
<td>Committee Memberships</td>
<td>10</td>
</tr>
<tr>
<td>Accomplishments &amp; Awards</td>
<td>10</td>
</tr>
<tr>
<td>Professional Conferences</td>
<td>11</td>
</tr>
<tr>
<td>Department Information</td>
<td>12</td>
</tr>
<tr>
<td>Vision, Mission Statement, &amp; Values</td>
<td>12</td>
</tr>
<tr>
<td>Year In Review</td>
<td>12</td>
</tr>
<tr>
<td>Statistical Data</td>
<td>19</td>
</tr>
</tbody>
</table>
Key Activities

Key Activities

- Scheduling classes for students
- Registering students for classes and creating their academic records
- Maintaining and distributing academic records
- Reviewing student progress towards graduation and certifying degree completion
- Certifying eligibility for student athletes
- Certifying benefit eligibility for veteran students
- Developing staff service excellence
- Delivering relevant data to key decision makers across campus
- Providing technology security, integrity, and usability university-wide

Progress Toward 2016-2017 Goals

1. Scheduling classes for students
   a. Goal: To implement Leepfrog CourseLeaf Section Scheduler (CLSS). (Completed)
      Outcome: Implement software successfully campus-wide.
   b. Goal: Development of new U of U scheduling policies and practices based on best practices and standards developed by the university. (Completed)
      Outcome: Implement new developed scheduling policies.

2. Registering students for classes and creating their academic records
   a. Goal: Implement dynamic dating in PeopleSoft. (Ongoing)
      Outcome: Students able to register, add, drop, etc. online for miscellaneous classes.
   b. Goal: Review registration cycle to encourage timely registration and enhance students’ Plan to Finish (P2F). (Completed)
      Outcome: Summary of Implications.
   c. Goal: Implement PeopleSoft delivered wait-listing functionality. (Completed)
      Outcome: Summary of implemented results.

3. Maintaining and distributing academic records
   a. Goal: Provide student grades earlier and improve on-time grade submission by faculty. (Ongoing)
      Outcomes: Due date for grades moved earlier than second Tuesday after finals (requires Academic Senate input).
   b. Goal: Review effectiveness of Parchment Electronic Transcript solution on process and staff efficiency. (Completed)
      Outcomes: Determine gains from the software, as well as possible redistribution of staff resources.
   c. Goal: Deliver functionality that will allow students to verify their major as well as the Adviser change of major process. (Completed)
      Outcome: Better quality of data and ease of student verification.
   d. Goal: Comply with the USHE mandated WICHE Passport program. (Completed)
      Outcome: Report students to NSC who have completed the passport.
   e. Goal: Investigate NSC Reverse Transfer functionality. (Ongoing)
      Outcome: Determine feasibility of using NSC solution.
4. Reviewing student progress towards graduation and certifying degree completion
   a. Goal: Investigate online graduate application for graduation. **(Ongoing)**
      Outcome: implementation of online solution.
   b. Goal: Complete an audit on how certificates are awarded. **(Ongoing)**
      Outcome: Develop quantitative procedures in this award process.
   c. Goal: Deliver to the College of Law and School of Dentistry, Degree Audit (DARS). **(Completed)**
      Outcome: Use degree audit to certify degree completion of candidates for graduation.
   d. Goal: Investigate the College Source Transfer Evaluation System (TES) for full implementation. **(Ongoing)**
      Outcome: Report findings.
   e. Goal: Investigate and implement as appropriate additional CollegeSource functionality that is not
      presently used such as Self-Service, Transferology Audits, Authorization Codes, and Markers. **(Ongoing)**
      Outcome: Provide streamlined functionality of CollegeSource products for students and staff.

5. Certifying eligibility for student athletes
   a. Goal: Conduct internal process review of initial student athlete eligibility procedures. **(Ongoing)**
      Outcome: Leveraging technology solutions to assist in this process.

6. Certifying benefit eligibility for veteran students
   a. Goal: Partner with the new Director of Veteran Support Center. **(Completed)**
      Outcome: determine changes and enhancements in our partnership with the center in meeting
      the needs of our veteran students.

7. Developing staff service excellence
   a. Goal: Investigate delivery of a hourly staff professional development program. **(Completed)**
      Outcomes: (a) staff knowledgeable of principles of good practice in student affairs, (b) staff
      understand and are able to use key student development theories, (c) staff establish or
      strengthen existing mentor relationships, (d) staff own the responsibilities and ethics of the
      registrar profession, (e) staff encouraged to enroll or complete a master’s degree, (f) staff
      possess professional competencies, (g) staff present at a professional conference.
   b. Goal: Continue developing strategies to effectively communicate our office’s value to
      various constituencies. **(Ongoing)**
      Outcomes: (a) Updated strategic messages for students, faculty, and staff. (b) Positive
      feedback from advisors and scheduling coordinators related to annual Summit event.
   c. Goal: Work towards salary equity among professional and hourly staff. **(Ongoing)**
      Outcomes: (a) Deliver to the AVP of Enrollment Management data that provides analysis of
      salary comparisons, (b) dialogue with the AVP of Enrollment Management to strive for equity.

8. Delivering relevant data to key decision makers across campus to enhance Data Informed Leadership.
   a. Goal: Provide training materials and meetings for college and department representatives to better
      access and utilize data available in PeopleSoft and the Student Data Warehouse (SDW). **(Completed)**
      Outcomes: (a) training materials available on Student Systems webpage for staff to refer back,
      (b) protocol developed for communicating enhancements and other changes to the system to
      college and department representatives, (c) monthly coordinating meeting will provide the
      ability for college and department contacts to indicate if they can access and navigate the SDW
      to mine the data they need, (d) complete the data dictionary with definitions of key terms
      across campus that correlate with the SDW, and (e) continue to build the library of reports in
      the SDW.
   b. Goal: SDW Management Committee will to continue in its coordinating effort between the Business
      Intelligence, Assessment, Evaluation and Research, Institutional Analysis, and Registrar’s Office to
      provide a cohesive delivery of institutional data needs. **(Ongoing)**
      Outcome: Monthly coordinating meeting will provide communication and coordination of all
data requests as well as ensuring institutional compliance.
c. Goal: Provide data from the degree audit system that will aid various constituents’ in supporting timely degree completion. (Not Completed)
   Outcome: Advisors and department representatives report satisfaction with additional information available to support their work with students.

9. Providing technology security, integrity, and usability university-wide
   a. Goal: Perform an audit of user access and security roles within PeopleSoft. (Ongoing)
      Outcome: Document summarizing the audit findings and actions taken to improve security, integrity, and usability.
   b. Goal: Deliver a state-of-the-art web presence that provides useful information to students, which is accessible both across different devices and in terms of ADA compliance. (Ongoing)
      Outcome: Analysis and summary of customer satisfaction and our web presence when compared to our PAC 12 counterparts.
   c. Goal: Refine OnBase functionality to work efficiently and effectively in imaging documents in the new platform. (Completed)
      Outcome: Ability to scan, index, and retrieve documents at full utilization.
Plans for the Future

Key Activities

- Scheduling classes for students
- Registering students for classes and creating their academic records
- Maintaining and distributing academic records
- Reviewing student progress towards graduation and certifying degree completion
- Certifying eligibility for student athletes
- Certifying benefit eligibility for veteran students
- Developing staff service excellence
- Delivering relevant data to key decision makers across campus
- Providing technology security, integrity, and usability university-wide

2017-2018 Goals

1. Scheduling classes for students
   a. Goal: In this first year of implementation of Leapfrog CLSS, we need to reassess the dates and deadlines for publishing the class schedule.
      Outcome: Implement newly developed scheduling deadlines.

2. Registering students for classes and creating their academic records
      Outcome: Students able to register, add, drop, etc. online for miscellaneous classes.

3. Maintaining and distributing academic records
   a. Goal: Investigate earlier grade submission by faculty.
      Outcomes: Due date for grades moved earlier than second Tuesday after finals (requires Academic Senate input).
   b. Goal: Investigate NSC Reverse Transfer functionality.
      Outcome: Determine feasibility of using NSC solution.

4. Reviewing student progress towards graduation and certifying degree completion
   a. Goal: Implement online graduate application for graduation.
      Outcome: Implementation of online solution.
   b. Goal: Complete an audit on how certificates are awarded.
      Outcome: Develop quantitative procedures in this award process.
   c. Goal: Investigate the College Source Transfer Evaluation System (TES) for full implementation.
      Outcome: Report findings.
   d. Goal: Implement Marker functionality in CollegeSource.
      Outcome: Provide streamlined functionality of CollegeSource products for students and staff.

5. Certifying eligibility for student athletes
   a. Goal: Complete the internal process review of initial student athlete eligibility procedures.
      Outcome: Leveraging technology solutions to assist in this process.

6. Developing staff service excellence
   a. Goal: Organize an internal professional development committee to create a professional development
plan tailored to the needs of the office and staff.
   Outcomes: (a) establish a volunteer committee, (b) committee meets to plan and coordinate
programming, (c) committee develops a system to periodically gather feedback from staff
about effectiveness and usefulness of programming.
b. Goal: Continue developing strategies to effectively communicate our office’s value to various
constituencies.
   Outcomes: (a) Updated strategic messages for students, faculty, and staff. (b) Positive
feedback from advisors and scheduling coordinators related to annual Summit event.
c. Goal: Work towards salary equity among professional and hourly staff.
   Outcomes: (a) Deliver to the AVP of Enrollment Management data that provides analysis of
salary comparisons, (b) dialogue with the AVP of Enrollment Management to strive for equity.
d. Goal: Reinvigorate performance review process.
   Outcomes: (a) UUPM templates revised to be better tailored to needs (b) establish clear
expectations for supervisors regarding milestones for performance reviews (c) full utilization of
performance review process across the office.

7. Delivering relevant data to key decision makers across campus to enhance Data Informed Leadership.
   a. Goal: SDW Management Committee and Civitas/Illume working group will continue in its
   coordinating effort between the Business Intelligence, Assessment, Evaluation and Research,
   Institutional Analysis, and Registrar’s Office to provide a cohesive delivery of institutional data needs.
   Outcome: Monthly coordinating meeting will provide communication and coordination of all
data requests as well as ensuring institutional compliance.
   b. Goal: Provide enhanced outreach and training opportunities to our campus constituents.
   Outcome: Implement a new online request form, communicate the new initiative to college/
department administrators, and evaluate the success of the program.

8. Providing technology security, integrity, and usability university-wide
   a. Goal: Perform an audit of user access and security roles within PeopleSoft.
   Outcome: Document summarizing the audit findings and actions taken to improve security,
integrity, and usability.
   b. Goal: Deliver a state-of-the-art web presence that provides useful information to students, which is
   accessible both across different devices and in terms of ADA compliance.
   Outcome: Analysis and summary of customer satisfaction and our web presence when
   compared to our PAC 12 counterparts.
   c. Goal: Move Optical Imaging area to a new location and re-envision the operation as a post paper
   process.
   Outcome: Operationalize the records retention plan within OnBase.
   d. Goal: Investigate a Gideon Taylor solution to online report of credit (grade) changes.
   Outcome: Determine the feasibility of implementing the solution.
   e. Goal: Upgrade successfully to Campus Solutions 9.2.
   Outcome: Upgrade would be complete by October 2018.
*part time (n=2)
## Hires & Resignations

<table>
<thead>
<tr>
<th></th>
<th>Internal Promotions</th>
<th>Resigned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macy McCarty</td>
<td>Ginger Zamora</td>
<td>Kara Carlson</td>
</tr>
<tr>
<td>Jonathan Cantu</td>
<td>Conor Robertson</td>
<td>Macy McCarty</td>
</tr>
<tr>
<td>Richelle Warr</td>
<td></td>
<td>Michael Santarosa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zachary Klc</td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colby Townsend</td>
<td>Kathryn Dean</td>
<td>Jessie Skriner</td>
</tr>
<tr>
<td>Stephanie Ito</td>
<td>Jacob McPartlin</td>
<td>Robert Barber</td>
</tr>
<tr>
<td><strong>Optical Imaging</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baylee Olds</td>
<td>Brieanna Olds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baylee Olds</td>
<td></td>
</tr>
<tr>
<td><strong>Registration &amp; Records</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fabrynn Soonalote</td>
<td>Jaron Smith</td>
<td>Melanie Pehrson</td>
</tr>
<tr>
<td>Thain Bailey</td>
<td>Melissa Perritt</td>
<td></td>
</tr>
<tr>
<td><strong>Scheduling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candace Bradbury</td>
<td></td>
<td>Shaleen Christensen</td>
</tr>
<tr>
<td><strong>Student Systems and Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transcripts &amp; Verifications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justin Hill</td>
<td>Clint Erekson</td>
<td>Natalie Millington</td>
</tr>
<tr>
<td>Jessica Askwith</td>
<td></td>
<td>Justin Hill</td>
</tr>
<tr>
<td>Dommenque Yazzie</td>
<td></td>
<td>Alissa McBeth</td>
</tr>
<tr>
<td><strong>Veteran Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrea Bryant</td>
<td></td>
<td>Colby Townsend</td>
</tr>
</tbody>
</table>

* = Part-time employee
### Committee Memberships

<table>
<thead>
<tr>
<th>Name</th>
<th>Memberships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ebner, Timothy</td>
<td>Administrative Computing Services Functional Users Committee (Chair)</td>
</tr>
<tr>
<td></td>
<td>Architecture &amp; New Technology Committee</td>
</tr>
<tr>
<td></td>
<td>Data Steward, Student Information System</td>
</tr>
<tr>
<td></td>
<td>Civitas/Illume Working Group</td>
</tr>
<tr>
<td></td>
<td>Credits and Admissions Committee</td>
</tr>
<tr>
<td></td>
<td>Curriculum Policy Review Board</td>
</tr>
<tr>
<td></td>
<td>Commencement Committee</td>
</tr>
<tr>
<td></td>
<td>Enrollment Management Leadership Team</td>
</tr>
<tr>
<td></td>
<td>Graduation Committee</td>
</tr>
<tr>
<td></td>
<td>Integrated Student Team (Co-Chair)</td>
</tr>
<tr>
<td></td>
<td>Student Data Warehouse Management Committee (Chair)</td>
</tr>
<tr>
<td></td>
<td>Student Data Warehouse User Group (Chair)</td>
</tr>
<tr>
<td></td>
<td>Undergraduate Council</td>
</tr>
<tr>
<td></td>
<td>University Student Commission</td>
</tr>
<tr>
<td></td>
<td>Web Advisory Council</td>
</tr>
<tr>
<td>Bard, Michael</td>
<td>Commencement Committee</td>
</tr>
<tr>
<td></td>
<td>Enrollment Management Communication Council</td>
</tr>
<tr>
<td></td>
<td>Student Affairs Diversity Council</td>
</tr>
<tr>
<td></td>
<td>Strategic Plan Update Diversity and Inclusion Committee</td>
</tr>
<tr>
<td>Dean, Kathryn</td>
<td>Graduation Committee</td>
</tr>
<tr>
<td></td>
<td>University Academic Advising Committee</td>
</tr>
<tr>
<td>Elizondo, Cassandra</td>
<td>Student Data Warehouse College Dean User Group</td>
</tr>
<tr>
<td>Eubanks, Sam</td>
<td>Student Affairs Sustainability Committee</td>
</tr>
<tr>
<td>Johnson, Elizabeth</td>
<td>Student Affairs Professional Development Committee (Chair)</td>
</tr>
<tr>
<td></td>
<td>Health and Safety Committee (Chair)</td>
</tr>
<tr>
<td></td>
<td>Strategic Plan Update Staff Excellence Committee</td>
</tr>
<tr>
<td>Johnson, Emily</td>
<td>University Academic Advising Committee</td>
</tr>
<tr>
<td>Roner, Andrea</td>
<td>Data Warehouse Management Committee</td>
</tr>
<tr>
<td>Warr, Richelle</td>
<td>University Academic Advising Committee</td>
</tr>
<tr>
<td>Worischeck, Linda</td>
<td>OEO/AA Hearing Committee</td>
</tr>
</tbody>
</table>

### Accomplishments & Awards

<table>
<thead>
<tr>
<th>Name</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Elizabeth</td>
<td>15 Year Service Award</td>
</tr>
<tr>
<td></td>
<td>Vice President For Student Affairs Staff Excellence Award</td>
</tr>
<tr>
<td>Warr, Richelle</td>
<td>Credentialed as an MBTI Master Practitioner in June 2017</td>
</tr>
</tbody>
</table>
# Professional Conferences

## Professional Conferences Attended

<table>
<thead>
<tr>
<th>Name</th>
<th>Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ebner, Tim</td>
<td>AACRAO Conference</td>
</tr>
<tr>
<td></td>
<td>PACRAO Conference</td>
</tr>
<tr>
<td>Bard, Michael</td>
<td>DigArc U User’s Conference</td>
</tr>
<tr>
<td></td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Elizondo, Cassandra</td>
<td>PeopleSoft Alliance Conference</td>
</tr>
<tr>
<td></td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Bryant, Andrea</td>
<td>VA/SAA Utah Training</td>
</tr>
<tr>
<td>Ereksen, Clint</td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Eubanks, Sam</td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td></td>
<td>OnBase Community Live Document Imaging Conference</td>
</tr>
<tr>
<td>Johnson, Emily</td>
<td>AACRAO Conference</td>
</tr>
<tr>
<td></td>
<td>UACRAO Conference (Institutional Representative)</td>
</tr>
<tr>
<td></td>
<td>CollegeSource Conference</td>
</tr>
<tr>
<td>Johnson, Liz</td>
<td>Astra Users Conference</td>
</tr>
<tr>
<td></td>
<td>Leepfrog Users Conference</td>
</tr>
<tr>
<td></td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Larsen, Marie</td>
<td>PeopleSoft Alliance Conference</td>
</tr>
<tr>
<td></td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Martak, James</td>
<td>VA/SAA Utah Training</td>
</tr>
<tr>
<td>Novak, Jessica</td>
<td>Astra Users Conference</td>
</tr>
<tr>
<td></td>
<td>Leepfrog Users Conference</td>
</tr>
<tr>
<td>Rank, Kathy</td>
<td>NCAA Regional Rules &amp; Regulations Conference</td>
</tr>
<tr>
<td></td>
<td>PACRAO Conference</td>
</tr>
<tr>
<td>Roner, Andrea</td>
<td>AACRAO Technology &amp; Transfer Conference</td>
</tr>
<tr>
<td></td>
<td>PeopleSoft Alliance Conference</td>
</tr>
<tr>
<td></td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Smith, Jaron</td>
<td>UACRAO Conference</td>
</tr>
<tr>
<td>Warr, Richelle</td>
<td>AACRAO Conference</td>
</tr>
<tr>
<td></td>
<td>Utah NASPA</td>
</tr>
</tbody>
</table>

## Presentations & Publications


Johnson, E. (2017, April). *Using data analysis and leveraging technology to further academic progress and graduation rates*. Presentation at AACRAO Conference, Minneapolis, MN.

Ebner, T. (2017, April) *Limitless Data In A Data Driven World: Implementing A Student Data Warehouse*. Presentation at AACRAO Conference, Minneapolis, MN.
Vision, Mission Statement, & Values

Vision

The Office of the Registrar will become recognized as a leader of innovation and best practice among our counterparts within the PAC-12.

Mission

The Registrar’s Office performs an essential role in supporting, facilitating, and promoting the educational mission of the University of Utah by maintaining accurate student records, coordinating the registration process, scheduling academic classes, evaluating candidates for graduation, and providing the latest in technology and online self-service access to student record information via our robust web presence.

Values

- Professional excellence
- Seamless integrated service
- Institutional integrity
- Cooperative networks

Year In Review

Administrative Support

The Administrative Support area has continued ongoing responsibilities over the annual report, budget reporting and analysis, commencement assistance, various communications campaigns, data analysis and visualization, enrollment campaigns, FERPA education, graphic design, promotional materials, specialty supplies, office publications, the Registrar’s Summit event, notary services, the Undergraduate Bulletin, and managing the office and commencement websites.

During the past year, our Administrative Assistant needed to take a long term leave. In her absence, this area covered office needs related to the payroll process, working with accounts payable to submit bill payments, purchasing needed supplies for the office, managing office finances, and working with facilities to arrange needed repairs or maintenance.

The Registrar’s Office had several roll outs this year, introducing new functionality and technology including the Class Demand Report, CourseLeaf Section Scheduler (CLSS), and Wait Listing. The Administrative Support area assisted in these roll outs by providing various communication efforts to campus constituencies, the development of new website resources, the production of training materials and resources, and the management of registration systems for the facilitated trainings. Ongoing support has continued to be provided for the Student Data Warehouse Canvas training site, and website resources have been developed for the anticipated roll out of Transferology in fall 2017.

The office and commencement websites are continually reviewed and revised to ensure that our office is providing quality content which is ADA accessible and in line with current web trends. One such revision includes the Online FERPA Review, which was revamped this year to provide a new mobile-responsive format allowing it to be completed on smart phones and tablets. The new review also has several rotating banks of questions, so that it provides a slightly different experience each time it is taken. Cooperative efforts take place on nearly a weekly basis with each office area to constantly keep the website content up-to-date, relevant, and useful for the University community.
Administrative Support area has continued to work with folks across campus to update the electronic Undergraduate Bulletin each spring. This marks the second year since responsibility for this resource moved into the Registrar’s Office. It has proven successful in its electronic format, and other than content updates, only minor tweaks were made to the site’s overall structure.

The Administrative Support area has continued its role in compiling various reports for office leadership, the Associate Vice President of Enrollment Management, Student Affairs, and most of the campus’s colleges. Daily enrollment reporting for both the main campus and Asia campus transferred to this area in February, and it provided assistance with an analysis of the Summer Initiative from summer 2016. The area now also provides two new weekly reports tracking student usage of the Shopping Cart and Schedule Builder technologies, both of which launched last year. Administrative Support began providing a couple of new enrollment reports on a regular basis: one that provides enrollment information for students who attend each orientation session during the fall orientation season, and another that provides enrollment and wait listing data for individual courses. This last report is sent to key decision makers within the campus’s many colleges and academic departments in order to facilitate the strategic scheduling of classes.

In addition to existing communication efforts and campaigns, a new email is now being sent to faculty each term. This email asks faculty to upload a course syllabus, or to complete a new Core Course Information form in its stead. Responsibilities over the office’s social media platforms has been transferred to this area, which includes a Facebook page and Twitter account. Administrative Support also held a graduation email communications review to update all outgoing student communications, participated in the Enrollment Management Communications Council, and provided presentation development support to the Administrative team.

**Athletic Eligibility/Certification**

Following the process review conducted last year for Continuing Athletic Eligibility, this year we began a similar process for Initial Eligibility. This process analysis involves primarily the Athletic Compliance Office, as the Initial Eligibility role interfaces considerably with compliance and the athletic coaches. The process documentation and procedure manual being developed will include information about the various databases utilized, including the NCAA Eligibility Center, JumpForward, Compliance Assistant, PeopleSoft and internal tracking spreadsheets. This type of documentation has not previously been created for this position and will be invaluable in training and knowledge transfer.

**Degree Audit**

In July 2016, the Degree Audit area began encoding for all School of Dentistry students and completed audits for the first and second graduating classes, while continuing to work on the remaining classes. In August 2016, we had a soft roll out of the My Degree Dashboard platform used to access both audits (formerly DARS) and plans (formerly GPS). The system went live campus-wide in September 2016. At that time, we also began using a hybrid setup for degree audit security. Security to generate/view audits is now granted via a new PS role (DARSVIEW) in conjunction with the CollegeSource Security application, whereas security to enter exceptions is still granted via our own homegrown application. We held My Degree Dashboard training for advisors in September 2016, which was the UAAC in-service session with the highest attendance of the year.

The Degree Audit area assumed the encoding responsibilities for Transfer Articulation in uAchieve for the 2016-2017 academic year from the Academic Advising Center encoding group. In December we upgraded uAchieve to 4.3.0.4, a newer software version, to implement new functionality and to correct NCAA audit processing. In late spring, we began investigating what changes needed to be made within the degree audit system to properly process students who have been granted Math Initiative Credit or the Interstate Passport. We made Transferology Audits accessible to all prospective students in May 2016. In January 2017, Emily Johnson became a certified Degree Audit Encoder.

The Degree Audit area had the opportunity to host both a Senior VP and the User Experience Lead from CollegeSource who came to visit our campus for 1 ½ days in October 2016. They wanted to better understand how we use their products and to request feedback, including receiving our input on future developments of the degree audit and planning tools. Over this past year we have met with advisors from various departments and colleges across campus to
improve degree audit encoding strategies and practices, including Computer Engineering, Psychology, Communication, Mechanical Engineering, and International Studies. We also were able to update some of the Transfer Articulation rules to include the CW and QI Bachelor Degree components, so that students will automatically have these designations for commonly approved General Education petitions.

Front Desk
This year, the executive secretary position was restructured into a new office coordinator role. In addition to many of the previously held tasks, the office coordinator now makes sure that every employee has all the proper materials and tools to successfully complete their work. Office birthday cards were implemented this year, to increase morale and so that every employee feels valued and appreciated. Ongoing duties include the direction of office visitors and distribution of received mail and electronic communications. The position continues to serve the petitions committee by facilitating the process and handling related communications. The office coordinator also creates the new employee packet and schedules every new employee’s onboarding. The new role also serves as a back up to the administrative assistant when needed, setting up appointments for the administrative staff and processing travel requests and reimbursements.

Graduation
The graduation division underwent changes in processes this past academic year, regarding both evaluation processes and issuing diplomas.

There is a new General Education collaboration taking place. During Provisional Evaluations, graduation staff identify students who are only missing General Education requirements. A list of students is submitted to the Associate Registrar over Graduation, who reviews each record for any possible exceptions that may have been missed. A refined list is then submitted to the Academic Advising Center, who will make a final determination and enter any appropriate exceptions in the degree audit. This collaboration helped us to award degrees for three students who might otherwise have been denied. While that number is small in comparison to the total degrees awarded, this is a small investment of our staff time and yields meaningful results for those students.

Some colleges are now provided a priority process. After graduation, students from the Colleges of Nursing, Education and Social Work must take licensure exams. Any delays in posting degrees for these populations can delay licensure and gainful employment. In an effort to reduce the time lag, these colleges entered exceptions and submitted grades well ahead of the grading deadline. As a result, degrees for all except one student was awarded within three weeks after the end of spring semester. We also notified students from these colleges of any issues preventing their degrees from being posted earlier in the process, giving those students more time to resolve problems.

Additionally, changes were made to staff responsibilities, namely that the area supervisor now participates actively in degree audit evaluations throughout each cycle. With the supervisor evaluating, there are four individuals evaluating, and clearing degrees which has enabled us to evaluate and award degrees in record time.

The online application for undergraduate students went live for Summer 2016 applicants, so this was the first full commencement year that used the new online application. This not only allows for less paper to be used, but has also allowed staff-time to be utilized in other capacities, including further improving processes and helping other areas during busy times. Additionally, we received more graduation applications this year and a higher percentage of our applicants have had degrees awarded. The online graduation application has been an absolute success!

Spring 2017 graduates were awarded their degrees in a record ten business days after the grading deadline. This was made possible by having four well trained staff members dedicated solely to evaluating students during that timeframe. Our team was so efficient that we posted 502 undergraduate degrees in a single day, shattering the previous record by 56 degrees. Other highlights include successfully awarding degrees for the first cohort of School of Dentistry graduates using degree audits for the evaluation, and also awarding the first Law Certificates.
Optical Imaging
The Optical Imaging area participated in training and did a lot of research on the Advanced Capture feature of OnBase. Advanced Capture allows the automatic indexing of the majority of the documents imaged, saving our office a lot of time while also increasing accuracy. It uses OCR technology to read the document and extract indexing metadata. During this year, we were able to automate indexing using Advanced Capture on most of the Undergraduate and Graduate Admissions forms. In order to do this, OnBase Support trained our staff on how to create Advanced Capture templates. With this new knowledge, our staff have created many of our own Advanced Capture templates. While we are imaging the remaining paper files from Admissions, their staff are now processing their current documentation electronically into OnBase. We will be creating Advanced Capture templates for documents in the Registrar’s office in the near future, as well.

During this year, we’ve made a lot of progress in updating our imaging procedures to take advantage of the new capabilities of OnBase, making many of our processes much more efficient. Additionally, we’ve imaged and moved most of the remaining documents in room 15 SSB to storage.

Records and Registration
Yearly turnover is an ongoing trend in Registration and Records. With one resignation and two other staff members taking positions elsewhere in the office, a lot of time was dedicated to training new team members. Melissa Perritt was promoted as the Assistant Supervisor moving over from the Transcripts and Verifications area.

The Registration and Records team manually enters exceptions to the online grading deadlines for courses that need a longer grading window. The School of Medicine and the School of Denistry are currently working with Student Systems to create individual calendar systems that will allow unique grading windows, while the College of Law went live with their new calendar in Spring 2017.

Duplicate courses are evaluated within this division. In order to better assist with the goals of broader course articulation, staff have begun keeping track of articulations for non-USHE schools. The team was trained in using Transferology and TES.

New technology implementation within the past year will allow for exciting changes in the upcoming year. With Waitlisting implemented for Fall 2017, the systems team is hard at work with Dynamic Dating. This will allow students to add, drop, and withdraw from miscellaneous schedule classes through CIS, which currently must all be processed manually by our staff.

Scheduling
This year, Astra was migrated from an Oracle based platform to a SQL based platform. The College of Education began using Astra to schedule Department Spaces in SAEC. New setup for the L.S. Skaggs Patient Wellness Center allowed special event requests for that area to be routed directly to them. A new data feed was created for the School of Business, so that up-to-date room schedules can be shown on placards at entrances to individual rooms in SFEBB using VISIX technology.

Milton Bennion Hall was retired beginning May 2016. Furniture from the General Purpose Classrooms was retained to be reinstalled in other spaces at a future date. Behavioral Sciences Tower Classrooms came back online in Fall of 2016. The Murray Campus was closed by Continuing Education and many of those off site-classes have been relocated to Sandy.

Major work was done to prepare for the initial implementation of Courseleaf Section Scheduler (CLSS), including the preparing of discovery documents, a kickoff call, rule building, meeting pattern mapping, and bridge building.

ESPN College Game Day came to campus in October 2016, marking the second year in a row this program was broadcast from the University. Coverage and festivities were scheduled in President’s Circle, with ESPN setting up some of their crew in the JFB.
Student Systems and Technology

The Student Systems and Technology area underwent a re-structure by eliminating a coordinator position and creating an Assistant Registrar for Student Systems & Technology position. This new position has helped and will continue to help the division in various projects and initiatives to continue to better serve our office and the university.

Student Systems and Technology was tasked with implementing several large, far-reaching projects this past year. Beginning in fall 2016, students had access to a new transcript ordering system (Parchment), which allowed them to get an electronic transcript in fifteen minutes or less. The new transcript ordering system also automated a lot of the backend processing work for the Transcripts & Verifications area. We also implemented wait listing; which was available to students in April for the fall 2017 registration cycle. Wait listing allows students to wait list into a class that is full and they are assigned a position number. If another student drops from the full class, then the student in the first position number will move into enrollment, if they meet the requirements to enroll. An email is then sent to the student that is enrolled from the wait list using PeopleSoft delivered functionality, which was a new process for our area to setup. This area also implemented PeopleSoft’s delivered faculty center and class roster functionality as a part of the wait list project, and discontinued our prior class roster web application. We were able to remove an old antiquated way of preventing students from enrolling by major status only (called Major Edits) and new requirements were built within PeopleSoft’s requisite checking system, which is more robust in requirement options.

Another project that was started but is still in progress is the Change of Major project. Student Systems and Technology is working with University Support Services to re-write the Update Major/Minor application where Undergraduate Advisors currently change a student’s major/minor, add a major/minor, or update a catalog year. We are also writing an application to enable students to drop a major. This area is planning a roll-out of both applications in fall 2017. Another part of the Change of Major project that will roll-out for the spring 2018 registration cycle is the PeopleSoft delivered Student Activity Guides, which will allow students to verify and update biographical information, confirm their major, setup an advising appointment, and confirm their physical location for the term they are enrolling.

This area maintains the structure of colleges/departments within PeopleSoft, and we were able to get the needed security to update the Academic Organization tree. This allowed us to complete the project of bringing the structure up-to-date with years of changes: the adding of new colleges and departments, name changes to existing departments, and the removal of old departments. Now the tree structure is up-to-date, and our division will be able to maintain all additions or changes in a timely manner for reporting.

Student Systems and Technology collaborated with the Scholarships and Financial Aid Office to obtain accurate academic calendars for the School of Dentistry and the College of Law. This area works with both professional schools to obtain their calendar dates for each semester/term and to publish the calendars on the Registrar’s Office website. We also collaborated with the Curriculum Administration Office to implement a new Curriculum Management tool (Kuali) in order to have an electronic system for requesting new courses and changes to courses. The area also worked with CTLE and Institutional Analysis (OBIA) to implement Civitas Illume and Inspire for campus. Our role was to define our terms and provide numbers for filters within each product.

This area worked with Optical Imaging to modify the existing student autofill file for OnBase to expand the student population and to create an employee autofill file. An OnBase Security form was also created. The area also worked with our Degree Audit Coordinator to implement a process to identify the population of students who have completed all general education requirements and who do not have a prior degree, in order to award an Interstate Passport. Spring 2017 was the first term that we ran this process, and 4,486 students were awarded the Interstate Passport.

Student Systems and Technology continued their support of the Asia Campus, by testing the last SQR that will enable us to run the same processes we run for main campus for that campus. We also implemented a summer term (summer 2017), added admit term and gender to their Academic Reports, created and published the Asia Campus Academic Calendars, and the ability to add security for U Asia Employees by our staff through the web application. The Asia Campus has been approved to offer three additional degree programs and an undeclared major option, so our division completed system work to allow those programs to be available to that campus. The Associate Registrar over Student Systems and Technology
Systems & Technology, Andrea Ronér, and Timothy Ebner, the University Registrar, had the opportunity to visit the Asia Campus in November 2016. They met with their staff to better understand their needs. This will enable us to better provide services. We also conducted some staff training.

This area continued their support of the Student Data Warehouse project and went live with its Phase II (department users). The College Users (Super Users) are deciding who will participate in Phase II.

Student Systems and Technology assisted with the analysis of the Summer Incentive Program from last summer 2016 in fall 2016 and it was determined based on analysis that the program would be discontinued. The Registrar’s Office has continued our partnership with Salt Lake Community College (SLCC) with Reverse Transfer and the Student Systems area has submitted a few files of eligible students. SLCC informed our office that they have graduated 109 students since the beginning of this agreement.

The area worked with ten additional academic departments to implement the enforcement of requisite checking, making a total 52 departments.

We re-implemented the process of not issuing a diploma if a student has a hold on their record. This brings it in line with the process that holds transcripts. We worked with Diplomatic to implement their hold functionality beginning spring 2017, which will prevent the printing and mailing of a diploma or certificate until the student has cleared the hold with the University. We also worked with Diplomatic to begin printing undergraduate students’ colleges on their diplomas (except for University Studies degrees), beginning with fall 2016 graduates.

Other projects the area has been involved in include: Participation in the Athletic Continuing and Initial Eligibility Process Review, Athletics Continuing Eligibility Manual, and Transcript & Verification Process Review. A continued concentrated effort has been made to resolve Duplicate records, with 874 completed. We removed the programs that flagged students to be charged the third repeat fee. We added the ability for advisors to declare a student into multiple emphases. We updated our DegreeVerify file that is sent to National Student Clearinghouse with CIP code information to be in compliance with NSC requirements. We participated in Undergraduate Studies’ pre-registration project, where we assisted in pre-enrolling specified freshman groups for fall 2017. We assisted Athletics (GradesFirst) and Business (Fastenal) with PeopleSoft data feeds. We made a change to LDAP to allow students who withdrew from classes in their admitted term and never attended to be able to have a student tab in Campus Information Services and to view their academic record. We upgraded to the new version of College Scheduler 3.2. And lastly, the system security, Graduation, and Veteran Services forms have all been updated to be in compliance with ADA requirements.

Transcripts and Verifications
Beginning June 2016, the University of Utah began a Reverse Transfer partnership with Salt Lake Community College. The Transcript and Verifications area’s role in this partnership is to provide our colleagues at SLCC with University of Utah transcripts for students who they have identified as potential candidates for an associate’s degree. We have since processed 158 transcripts.

Beginning August 2016, we contracted with Parchment for online transcript ordering. Parchment has streamlined the ordering and processing of transcripts, requiring much less intervention from our staff. There has been a dramatic increase in students ordering electronic transcripts. Students and alumni can now order transcripts online, and have them electronically processed and delivered in as little as fifteen minutes. This has allowed our staff more time to work on other projects and assignments.

The increased utilization of electronic transcripts has saved the Registrar’s Office printing and shipping costs. Unfortunately this shift in delivery behavior resulted in a decrease in revenue from priority processing and shipping fees. To balance out this shift, we increased the fees for transcripts from $10 to $13. At the same time, to better align with other pricing changes, we adjusted the priority processing fee for verifications and also increased the fee assessed by the National Student Clearinghouse for verifications that they perform on our behalf. We’ve also made changes to the verification letters we offered and adjusted those prices to more accurately reflect the resources required to
provide these services. These changes were made in an effort to drive more students to use the automated processes that require fewer staff resources.

**Veteran Services**

Within the past year, the Veteran Services area further developed the online database in Peoplesoft with various upgrades to help streamline the process for certifying veteran enrollment. We’ve also worked with other office areas to implement priority registration for veteran students. Since that launch, we have refined the process for veteran priority registration.

In October 2016, the U.S. Department of Veteran Affairs conducted an audit to make sure that the Veteran Services area at the University of Utah were following all guidelines set forth by the VA and that we were correctly certifying students. It was concluded that we had indeed been following all regulations accordingly and that any mistakes made with payments were VA error.

We’ve made further improvements to the website to make information easier to find and to help new students get set up with their benefits. The Veteran Services area has continued an effort to eliminate paper and to provide everything electronically. With the work being put into the website, we are hoping to eliminate the remaining VA forms that are usually printed for students.

**Staff Excellence and Professional Development**

In 2016-2017, the office moved forward with a program for the hourly staff that focused on developing strengths. This was somewhat modeled on the program developed for the professional staff for the previous year, but adapted somewhat for the audience. In this program, we watched and discussed short films from the series “Trombone Player Wanted.” With each of the six sessions, we also invited a guest speaker. Most of these speakers were former or current Registrar’s Office staff who have translated the skills they developed in front-line positions to advance their career in higher education.

We also responded to the emerging needs of the office, as indicated in our annual Employee Satisfaction Survey, by providing workshops from the Optimizing Team Performance series which was open to all staff. These workshops were based in Myers-Briggs Typology Indicator (MBTI) theory and were intended to help participants explore how normal, healthy human differences can influence how we work together on a team. To date, we have offered 5 workshops on the following topics: Introduction to the MBTI, Optimizing Team Strengths, Optimizing Team Communication, Optimizing Stress Management, and Optimizing Conflict Management. Each session has been well attended. Staff at all levels have reported that it has helped them to understand and even bond with their colleagues.

Additionally, we have supported the supervisors in each of our student-facing service areas to pursue the Management Essentials Certificate through Human Resources. We’ve also encouraged greater connection with the campus advising committee by having staff attend and present at the annual University Academic Advising Committee Conference, participate in the MAP kick-off, and attend other advising in-services on topics that inform the work we do in the Registrar’s Office.
Three hundred and thirty students responded to the most recent Student Satisfaction Survey question concerning how satisfied they are with the services of the Registrar's Office.

**Assessment of Office Services**

93% Satisfied 7% Dissatisfied

In the most recent Student Satisfaction Survey, participants were asked their level of satisfaction with the customer service offered by the Registrar's Office.

**Assessment of Customer Service**

89% Satisfied 11% Dissatisfied
The Office of the Registrar website had 369,983 unique users during the timeframe of June 2016 through May 2017, consisting of 1,471,633 pageviews. Over 35% of users viewed our website using a mobile device. Top browsers used to view our site: Chrome (52%), Safari (33%), Firefox (7%), & IE (5%).

Top Viewed Webpages

Top ten viewed pages (consisting of 73.5% of all traffic):

1. Academic Calendar (25.22%)
2. Spring 2017 Academic Calendar (14.3%)
3. Fall 2016 Academic Calendar (10.1%)
4. Registrar’s Homepage (6.13%)
5. Summer 2017 Academic Calendar (4.74%)
6. Fall 2017 Academic Calendar (4.27%)
7. Graduation Main Page (2.58%)
8. Register—Registration Main Page (2.31%)
9. Order Transcript (2.01%)
10. Transcripts & Verifications Main Page (1.88%)
Undergraduate Enrollment

Summer 2016 decreased 472 students from the previous year, Fall 2016 increased 73 students from the previous year, and Spring 2017 decreased 18 students from the previous year.

Graduate Enrollment

Summer 2016 increased 84 students from the previous year, Fall 2016 increased 315 students from the previous year, and Spring 2017 increased 319 students from the previous year.
The Veteran Services Division certifies eligibility for veterans and dependents who receive VA education benefits. This data includes only students who were receiving benefits for the entire semester. Students whose benefits were terminated for any reason were not included in the final tally.

### House Bill 211 Enrollment

The House Bill 211 Program enables Utah teachers to receive a tuition waiver for courses that satisfy requirements to retain a teaching license.
Schedule Builder launched at the end of October 2015. This software allows students to enter desired courses and breaks, and it creates optimal class schedules. Logins for the 2016-17 Academic Year totaled 78,122, compared to 18,638 logins last year.

New Users for the 2016-17 Academic Year totaled 7,651, compared to 5,263 new users last year.
The University of Utah does not receive state funding for students who add classes after the census date. Students may add classes after the census date with permission from the instructor, department chair, and college dean. A $50.00 fee is assessed per class.

Students are allowed to repeat classes in an attempt to replace a previous grade received. If a repeated class petition is submitted by students, it is processed manually by the Registration and Records Division. An automatic process runs at the end of each semester to identify repeats not submitted by the student.
Grade change forms are used to report changes to existing grades. The blank to EU process assigns the grade of EU to any class left ungraded after the deadline.

Dean’s Withdrawal Petitions

After the midpoint of the term, students may petition the dean of their major college for an exception to the withdrawal policy. If a petition is approved, the Registrar’s Office makes the change to the student’s academic record.
The credit/no credit (CR/NC) grading option allows students to enroll in selected courses outside their academic plan without the pressure of competing for a letter grade.

- The Number of Classes signifies any class that has at least one student that has elected CR/NC or revoked CR/NC.
- The Total Number of Students indicates students who elected the CR/NC option and received CR/NC grades; or those who revoked the CR/NC option and received letter grades for the semester.

### CR/NC Activity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections of CR/NC by students</td>
<td>1,433</td>
<td>1,048</td>
<td>1,069</td>
</tr>
<tr>
<td>Revocations of CR/NC by students</td>
<td>241</td>
<td>206</td>
<td>187</td>
</tr>
</tbody>
</table>

The above chart reflects the total number of elections and revocations of CR/NC by students.
Undergraduate and graduate students may file a leave of absence for an “official assignment” with a non-profit or governmental organization. A leave of absence allows undergraduate students who meet specific requirements to extend enrollment eligibility for a total of two years (six academic terms).

Graduate students may request a leave of absence for one year. The request must be approved by the student’s supervisory committee and/or department chair.
The Optical Imaging Division scans permanent academic records for students, including transfer transcripts, reports of credit, and retroactive petitions. During the 2016-2017 year, 283,211 documents were scanned. This is 61,327 more documents than the previous year.

### Optical Imaging: By Document

- **Current Student Records**: 278,970
- **Veteran Affairs**: 1,666
- **Security Authorization Forms**: 2,575
The University of Utah contracts with the National Student Clearinghouse to verify information for student loan agencies and employers, and to manage a “self-service” option available to students. All other verifications are processed through the Registrar’s Office.

Official Transcripts

Transcripts Processed

Breakdown

Electronic Transcripts Ordered Online
Standard Mailed Transcripts Ordered Online
Express Mailed Transcripts Ordered Online
Transcripts Ordered At Window
Departmental Transcript Requests
Unofficial MARS Transcripts

Electronic transcripts ordered online do not require staff processing. All other transcripts are processed manually.
In 2016-2017 the Scheduling Office managed 39,144 classes with a net change of +1,145 from the previous year.

In 2016-2017 the Scheduling Office managed 34,171 events with a net change of +7,376 from the previous year.
Students may submit a request for an exception to University policy. These petitions are reviewed by the Petitions Committee.

Petition Results
## Athletes by Sport

<table>
<thead>
<tr>
<th></th>
<th>Men's</th>
<th>Women's</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Baseball</td>
<td>35</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>15</td>
<td>Men's Skiing</td>
<td>13</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>12</td>
<td>Women's Soccer</td>
<td>28</td>
</tr>
<tr>
<td>Men's Football</td>
<td>143</td>
<td>Women's Softball</td>
<td>19</td>
</tr>
<tr>
<td>Men's Golf</td>
<td>10</td>
<td>Women's Track/XC</td>
<td>42</td>
</tr>
<tr>
<td>Women's Gymnastics</td>
<td>12</td>
<td>Men's Tennis</td>
<td>10</td>
</tr>
<tr>
<td>Men's Swimming</td>
<td>33</td>
<td>Women's Tennis</td>
<td>8</td>
</tr>
<tr>
<td>Women's Swimming</td>
<td>41</td>
<td>Women's Volleyball</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>451</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Athletics Certification Division determines eligibility for University of Utah student athletes.

## Grad Success Rate

Graduation Success Rate is based off a cohort from 6 years previous, this cohort is from the 2010-11 academic year. It compares the average amount of time for a student athlete to graduate versus the general student body.
### Academic Progress Rate

Academic Progress Rate is a term-by-term measure of eligibility and retention for student athletes.

### Student Systems & Technology

![Pie chart showing various categories and their counts]

- **Individualized PeopleSoft Training**: 30
- **Requests for Information**: 383
- **Converted Records**: 424
- **Duplicate Records Resolved**: 874
- **Security Forms**: 1,602
- **Daily Processes**: 9,131
- **Requests for Service**: 396

Student Systems is a resource for campus agencies requesting security access, PeopleSoft training, and requests for information. The Technology area facilitates requests for service to PeopleSoft applications and resolves student record anomalies.
Students are given a small grace period to reinstate their classes after being dropped for non-payment of tuition each academic term. Requests for reinstatement of classes are approved by the Income Accounting Office.

After the fee match each term, classes are deleted from a student’s record when tuition has not been paid.

Students are given a small grace period to reinstate their classes after being dropped for non-payment of tuition each academic term. Requests for reinstatement of classes are approved by the Income Accounting Office.
Reverse Transfer is an initiative to assist students who have transferred to the University of Utah in completing an associate’s degree at Salt Lake Community College (SLCC). Our office identifies the qualified students each term and sends a list to SLCC. SLCC notifies students via email or letter about the Reverse Transfer Program and if students wish to participate, they sign a release form to have the University of Utah send an official transcript to SLCC. SLCC will then review the work completed at the University of Utah to determine if the work is transferrable to complete the student’s associate degree.

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDs sent to SLCC</td>
<td>1772</td>
</tr>
<tr>
<td>Students SLCC notified</td>
<td>1032</td>
</tr>
<tr>
<td>Students' Responses</td>
<td>231</td>
</tr>
<tr>
<td>Transcripts Requested From The U</td>
<td>134</td>
</tr>
<tr>
<td>Students Pending Graduation</td>
<td>3</td>
</tr>
<tr>
<td>Students Approved For Graduation</td>
<td>109</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Took Classes at SLCC to Graduate</td>
<td>8</td>
</tr>
<tr>
<td>Transferred Credit to Graduate</td>
<td>52</td>
</tr>
<tr>
<td>Graduated Without Transferring Credit</td>
<td>49</td>
</tr>
</tbody>
</table>
The Graduation area posted 279 fewer degrees during the 2016-17 academic year compared to the previous year.

Students seeking a baccalaureate degree may earn one or more approved academic University minors outside the students’ major departments. A minor is an attribute to a degree and not an entity by itself.
Certificates Awarded

Undergraduate certificates require at least 20 semester hours of designated course work. Graduate certificates require 15 hours or more of designated course work. Some certificates are awarded with a degree; some certificates are granted as stand-alone awards.

Graduation Honors Awarded

Honors are awarded at graduation to students who complete with distinction at least 60 semester credit hours of undergraduate course work at the University of Utah.
This data represents students who enrolled in the same course for a third time. Prior to Spring 2016, the University of Utah assessed students a $100 fee per credit hour for qualifying courses under these circumstances. This fee has since been discontinued in light of new policies prohibiting students from enrolling in a course more than three times.