

# Registrar's Office

## Purpose/Mission.

Remove Barriers. Empower Students.

## Learning Outcomes.

Students can:

- Register themselves for classes each semester using the provided tools.
- Understand how transfer courses apply to their degree progress at UVU.
- Understand how courses and sequencing affects progress toward graduation.
- Access and exercise some control over their own student records as defined by FERPA.
- Work toward and apply for graduation.
- Understand and use the UVU Catalog.
- Understand their NCAA eligibility.

## Programs and Services.

The Registrar's Office does not have student programming, but the office does provide many services to students, faculty, and staff.

- Student Registration
  - o Students can add, drop, waitlist, withdraw, and take care of registration activity on their own.
- Transcripts and Student Records
  - o Students can easily order their transcript and view their primary academic records online.
- Transfer Credit and Articulation
  - o Transcripts are like snowflakes - no two are the same. Each student transcript is carefully evaluated for equivalencies at UVU to ensure transferred credit applies appropriately.

- Graduation Processing and Credential Awarding
  - o Registrar staff evaluate degree progress to ensure accurate awarding of credentials sought. Additionally, staff reach out to students informing them of credentials earned that were not sought.
- UVU Catalog Production and Publishing
  - o Each year, the UVU official catalog is curated, updated, and published with the most recent curriculum changes and academic policies.
- Wolverine Track
  - o Wolverine track provides students a guide to understanding degree requirements and progress.
- NCAA Eligibility
  - o Student athlete academic progress is carefully evaluated to ensure compliance with NCAA eligibility standards.

### **Program and Service Impact**

Though not an exhaustive list, the following metrics show the impact of the work done in the Registrar's Office.

RO staff assisted **3,000 visitors** and **11,000 callers** from Aug 2020-Aug 2021.

RO staff evaluated **13,415 transcripts** from Aug 2020-Aug 2021.

RO staff awarded **12,590 credentials** in AY 2020-2021. 3593 were a direct result of RO staff outreach.

RO staff made **4,628 updates** to Wolverine Track due to curriculum changes for the 2021-2022 AY.

RO staff processed **11,612 substitutions and GE waivers** from Aug 2020-Aug 2021.

RO Staff processed **269 system access requests** from Aug 2020-Aug 2021.

RO Staff processed **1600 late withdrawal requests** from Fall 2020 to Summer 2021.

RO staff facilitated the processing of **30,234 UVU transcripts** from Aug 2020-Aug 2021.

RO Staff completed eligibility and academic progress reviews for **390 student athletes each semester** in AY 2020-2021.

The services provided to students by the Registrar's Office help reduce time to completion, save students money, give students a fresh chance, boost confidence, and support and restore academic achievement dreams.