Department: Registrar **Planning and Reporting Year:** 2016-2017

Part 1: Plan

MISSION

The primary focus of the UTTC Registrar Office is the academic relationship between students and the college. The Registrar's Office is involved with students from the time the students register for college through completion of the degree at graduation. It is the responsibility of UTTC's Registrar Office to monitor students' academic progress and to notify other offices such as, Admissions, Financial Aid, and the UTTC faculty advisors of the student progress. The Registrar's Office is responsible for preparing and maintaining accurate official student transcripts, as well as, all other academic records while the student is in college and after graduation.

GOALS

1) Establish procedure for scanning files.
2) Establish reporting with the National Student Clearing House (NSCH)

ASSESSMENT/EFFECTIVENESS

1) Procedure will help make the scanning of files uniform and more efficient, thus increasing the amount of files scanned.
2) Enrollment reporting will be more accurate.

Part 2: Report

ASSESSMENT/IMPROVEMENT/EFFECTIVENESS ACTIVITIES

Ongoing: scanning is being done uniformly across the department as time allows.
Completed fall 2016: The Registrar is now regularly reporting to the NSCH without error.

POTENTIAL ASSESSMENT/EFFECTIVENESS AREAS FOR NEXT YEAR/CYCLE

Explore other services that NSCH provides that could be beneficial to our school.