Department: Registrar **Planning and Reporting Year:** 2017-2018

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) Improve graduation process.
2) Improve communications and data collection across campus.

ASSESSMENT/EFFECTIVENESS

1) Combine the checklist and the application and put it online through JICS, which will make the application process for graduation more efficient for students.
2) Working closely with Institutional Effectiveness to review the feedback from reports submitted to ensure accuracy.

Part 2: Report

ASSESSMENT/IMPROVEMENT/EFFECTIVENESS ACTIVITIES

Describe the goal, measure and summarize findings. Share conclusions and next steps.

POTENTIAL ASSESSMENT/EFFECTIVENESS AREAS FOR NEXT YEAR/CYCLE

Do the above findings suggest needed follow-up? Do they suggest deeper questioning? Are results satisfactory? Will a new topic/area be explored? (Statements here are not commitments to next year's measures but provide some context for planning and discussing unit performance.)