

Southwestern College Registrar

JOB DESCRIPTION

REPORTS TO: Dean of Student Affairs

DEFINITION: The College Registrar maintains the academic records of all students and oversees all registration and graduation processes at Southwestern College. The Registrar builds and maintains collaborative and effective working relationships with students, administration, and faculty to support academic programming. The Registrar acts as a central communication resource for academic and policy information related to student records and associated data management and is responsible for maintenance and integrity of academic records.

RESPONSIBILITIES:

Scheduling:

- Build quarterly schedule in collaboration with the Student Services & Field Training Coordinator.
- Set up quarterly course information for all courses and sections in Populi; including course descriptions, course number, start/end dates, drop date, credit/hours, GPA requirements, enrollment limits, class times, delivery method.
- Add course enrollment limits for each course/section for all classes as communicated by the Vice President of Academic Affairs.
- Proof quarterly schedules, primarily for course number, title, and units, and general accuracy.
- Coordinate with Academic Support Services Coordinator to update course descriptions in Populi, activate & retire courses, and create new course records.

Registration: Implements and manages all operations in the registration process.

Pre-Registration:

- Set quarterly registration windows, grouping and times, and tag student records for scheduled registration date/times.
- Run reports from the admissions module for newly accepted students and add new students to the registration list in MS Teams.
- Notify students via individual letters of their designated registration date/time, the process, and instructions for self-enrolling online in Populi, and of the early registration process.
- Lock student registration for incompletes, e-Portfolios, missing personal therapy, etc.
- Manage the early registration process including, collecting and reviewing early registration requests and supporting documentation, setting early registration groupings, notifying students of approval/disapproval of early registration requests, and posting approved early registration to courses.

Registration:

- Oversee the online registration process as degree students self-enroll including checking for student designation accuracy, monitoring the waitlist system, and communicating with students regarding registration issues.
- Manage waitlists in coordination with Program Chairs and contact students who are eligible to move off the waitlist into appropriate sections.

- Monitor enrollment in under-enrolled classes and notify Program Chairs. If cancelled notify the students, complete and process add/drop form(s) and update student record.
- Proof quarterly course rosters after each registration for all classes/sections, add waitlisted students and notes.
- Process and manually enter non-degree (independent study, college, and professional studies) registrations, posting to database. Collect tuition payment (CS, PCS) and submit to the Business Office.
- Process quarterly add/drop/withdrawal forms. Notify instructor(s) of any course withdrawals.

New Earth Institute (continuing education) & Certificate Programs:

- Oversee the RegFox online enrollment system for NEI course registrations including creating appropriate course numbers, setting up courses in Populi, and uploading contracts in Populi.
- Work with the IT department quarterly to post current available NEI course offerings to RegFox; update enrollment number and closure of classes.
- Oversee the issuance of NEI class information to faculty by the Administrative Assistant.
- Oversee the preparation of CEC certificates, by the Administrative Assistant, for all continuing education unit (CEU) recipients within one week of course completion. Copy for filing with CEU sign-in sheet, email certificate to students. Research and reproduce CEU certificates for those who require a duplicate certificate as needed.
- Enter and maintain student tagging system for Part One and Part Two identification, certificate programs, college withdrawals, etc.

Records: Directs the management of student records.

- Monitor posting of grades at the end of each term, making sure all grades are received and courses are finalized. Notify Dean of any failing or missing grades.
- Process student leave of absence forms; post LOA term and anticipated return date to Populi, upload form and update spreadsheet.
- Process College withdrawals as they occur (including posting withdrawal to the student record in Populi, posting withdrawal date to excel spreadsheet, removing name from registration list, uploading form to Populi, and tagging student record).
- Create new student records as necessary; collecting all contact information, enter program, entering term, student role; program status (i.e., non-degree/CEC only). Mapping courses appropriately in Populi.
- Process and track Petitions for Incomplete, post incomplete status to course(s) in Populi once an approved petition is received. Notify the instructor and the student one week prior to incomplete deadline of incomplete grade status. Follow up with Instructor to ensure posting of final grade in Populi.
- Process Policy Exception forms and upload to Populi.
- Review transcripts for course mapping accuracy and issue transcripts.
- Process all transcript requests weekly. Collect payment (if not submitted through Populi) and submit to the business office. Verify that there are no financial holds on the students' record; notify student & Bursar if there are.
- Process degree and/or education verification and enrollment status certifications as needed. Verify receipt of signed authorization for release of information.
- Produce reports (i.e., annual graduation rate for publication on the College website and in the College catalog and FTE as needed).
- Prepare enrollment, retention, and completion data reports and needed for external reporting (HED, HLC, IPEDS, and CAAHEP) in collaboration with Student Success Coordinator.

Administrative

- Update College catalog annually, in related areas.
- Upload administrative forms to Populi for instructor, student and/or staff access.
- Ensure the provision of the Family Education Rights to Privacy Act (FERPA) and acts as the chief compliance officer for FERPA (including providing annual FERPA training for faculty and staff).

Leadership/Collaboration:

- Build and maintain collaborative and effective working relationships with faculty, staff, and administration.
- Create and maintain effective, efficient, and responsive systems and operations in alignment with the College's mission, vision, and values.
- Attend Academic Council meetings in an advisory capacity to ensure that College's academic and administrative policies are followed.
- Actively engage in weekly staff meetings and in our professional development programming.
- Direct the activities of any Registrar support staff; determine personnel decisions including staffing needs, such as hiring, supervision, training, and evaluation of staff.

Graduation:

- Determine graduation eligibility and manage the graduation completion process:
 - Review student files quarterly for determination of graduation status (enrollment in final quarter of internship and completion of all other SWC courses. Audit SWC transcripts against the catalog of entry to ensure completion of coursework. Notify Academic Council of any missing class(es).
 - Notify prospective graduates of graduation requirements, send graduation checklist approx. week 5 of their first quarter of internship.
 - Post the graduation date (completion date/date of Dean's signature) to Populi upon receipt of signed/completed Graduation Clearance form.
 - Double check course mapping in Populi for transcript preparation.
 - Update graduation excel spreadsheet; remove name from registration list.
 - Oversee the creation and archival of alumni file.
- Determine quantity and order diploma covers annually.
- Prepare all graduates diplomas; verify names, programs & dates, print, attach embossed college seal and insert into diploma cover annually. Prepare replacement diplomas as requested.
- Post the completion date for Certificate Program completers to student record in Populi.
- Participate in graduation activities.

Networking and Professional Development:

- Stay current in the field by attending training and conferences.
- Maintain membership in professional organizations (e.g., American Association of Collegiate Registrars and Admissions Officers)
- Network with peers at other universities.
- Stay current with evolving policies and practices (e.g., FERPA).

MINIMUM QUALIFICATIONS:

B.A and a minimum of five years' experience with progressive experience in a registrar/student services functional capacity within a higher education institution.

PREFERRED QUALIFICATIONS:

Master's degree with demonstrated successful experience carrying out the duties of a Registrar or equivalent position. Experience working in a transformational learning environment. Working knowledge of the mission and vision of SWC.

KNOWLEDGE/SKILLS/DISPOSITIONS:

- Embraces SWC's Mission of *Transforming Consciousness Through Education* and Values: *Partnership, Empowerment, Mindfulness, Service, and Love*
- Commitment to diversity, equity, inclusion, and belonging.
- Excellent interpersonal and communication skills, both oral and written
- Effective supervisory skills
- Collaborative and inclusive leadership skills
- Excellent organizational and time management skills, and ability to manage multiple tasks and meet deadlines
- Excellent technology skills including proficiency in Microsoft Office Suite and student information/learning management systems
- Ability to multi-task, organize and high level of attention to detail
- Experience working with data and reporting of data