



# REGISTRAR REPORT

November 2016

## RECORDS AND ENROLLMENT PACKAGE AVAILABLE IN COGNOS

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After over a year of collaboration among a dozen units across campus, including the Office of the University Registrar, Enterprise Data and Analytics, Academic Advisement and Planning Research and Policy Analysis, the first stage of the Records and Enrollment data package is *finally* available in IBM Cognos.

What the package includes: student demographic information, student program/plan information, some student term information, course and class information, and instructor and meeting

pattern information. For a comprehensive overview of the data in the package, those who are interested will need to attend training.

Cognos introductory training and Records and Enrollment training are both required prior to requesting access to Records and Enrollment package information. Security access to this data package will be granted at the discretion of the University Registrar. Each request for access will be individually reviewed, and a decision will be communicated to the requestor regarding the out-

come. Additional information and/or business cases may be required for certain requests.

Training for this data package is scheduled to begin in December and will continue throughout the spring 2017 semester.

A website is in development to serve as an informational resource on this data package and associated training sessions. In the meantime, users who are interested in access and training should contact [eda@ilstu.edu](mailto:eda@ilstu.edu) for more information, and for a list of available training sessions.

## BULLET POINTS OF INTEREST

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- The Office of the University Registrar gives a warm welcome back to Pat McGuire, who rejoins us after a brief stint away from ISU. So nice to have you back Pat!
- Did you know: FERPA became enacted into law on November 19th, 1974—that means ISU is older than FERPA by almost 118 years!

## UPCOMING DATES AND DEADLINES—DECEMBER 2016

- 5th** — Final grade rosters available on My.IllinoisState.edu for all courses.  
— Final grade submission informational email sent to faculty.
- 9th** — Last day to complete Three Finals on Same Day paperwork.
- 10th** — Last day of classes.  
— Evaluation period (final examinations) begins.
- 16th** — Fall semester ends.  
— Evaluation period (final exams) ends.  
— Spring 2017 advanced registration closes, will reopen Jan 9th, 2017.
- 17th** — Fall 2016 Commencement.  
— Winter Session begins.
- 19th** — Fall final grades due by noon.
- 21st** — Fall final grades available on My.IllinoisState.edu after 2pm.  
— Begin final audit of December 2016 degree candidates.  
— Last day to drop a Winter Session course. No course withdrawals will be allowed after this date.
- Dec 23rd-Jan 2nd, 2017** — University closed.

## REMINDER: GRADES DUE MONDAY, DECEMBER 19TH

The implementation of Campus Solutions has extended the grade processing timeframe, adding an additional day to the work of Registrar staff to ensure that all grades are entered, repeats are coded properly, and academic standing is calculated correctly. This fall semester, since grade processing occurs during an already shortened week, the Academic Senate granted approval for the grades deadline to be moved up a day, which will allow Registrar staff an additional day to confer degrees and process and mail transcript orders. Without this change, staff would be stressed to process students and transcripts in one business day before the holiday closure. The Office of the University Registrar would like to thank everyone in advance for adhering to this shortened deadline, as it benefits staff and students alike.



## NOVEMBER REGISTRAR ROCK STAR



Danielle Lindsey joined the Office of the University Registrar during the fall 2015 semester, but her life at ISU began long before that time.

Dani began her career at ISU after graduating with her Bachelor of Science in 1994 as an academic advisor in Family and Consumer Sciences. After helping many students succeed on their path to graduation, and earning a Master of Science degree, Dani moved to a new joint position between the Provost and Web offices, helping to update

and modernize web content.

Obviously, the Office of the Provost took note of Dani's outstanding organizational and leadership skills, and she soon became full-time with the Provost office helping several programs get off the ground, including the First Year Experience initiative, and the American Democracy Project. In 2008, she took charge of summer session, which has remained one of her dearest projects as she has transitioned to the Registrar's office. She was a natural choice to lead the new pilot

Winter Session, and is also assisting Evaluations in critical areas such as degree audit, and reviewing curriculum and catalog requirements. In her "spare" time, Dani enjoys time with her family and their new puppy, and is currently preparing to send her oldest daughter off to college—maybe a future Redbird?!

Danielle's expertise and broad knowledge of campus curriculum have been invaluable assets during her transition to OUR. We are so glad that Dani now calls our office her home.

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The Office of the University Registrar is  
comprised of the following offices:

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- Registrar Service Center
  - Evaluation Services
  - Academic Records
- Transcripts and Verifications
  - IAI
- Veteran and Military Services

The Office of the University Registrar is a division of  
[Enrollment Management and Academic Services.](#)



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*[registrar.illinoisstate.edu](http://registrar.illinoisstate.edu)*

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