



OFFICE OF THE UNIVERSITY REGISTRAR

UNIVERSITY of WASHINGTON

Division of Student Life

Information & Services *for All*



The Office of the University Registrar supports and sustains the University of Washington's diverse academic community by providing core administrative services, serving as the steward of the academic history, and documenting the excellence of its students.

**Keep Learning.
It's the Washington Way.**

Our Story

The Office of the University Registrar provides services to all students, all programs, and all three campuses. Our units include Registration and Transcripts; Graduation, Academic Records, and Degree Audit Reporting; Room Assignments and Time Schedules; the Curriculum Office; Data Management and Data Services; the Registrar's Processing Center; and the administrative offices of the University Registrar.

To the UW community, we provide an administrative backbone of services and serve as a source of information and a point of coordination for different units.

In our work with students, we strive to balance the processes necessary to provide consistent and fair application of policies with the need to be a personal presence in our work with students. We listen, inform, and help students find solutions.

As the accrediting agency of the University and guardian of the academic record, we maintain an accurate and fair assessment of a student's education at the UW. While we have the responsibility to maintain the archival student and administrative records of the University, we also look toward the future, adapting to the technology, services, and roles needed to support the current and future needs of students, faculty, and staff.

The systems and knowledge of the University Registrar's Office are here for students from registration to graduation and beyond.

Our Commitment

Access – Our systems provide students real-time, 24/7 access to their records and information. Students can register for classes, view their grades or transcript, order transcripts, and track progress toward degree completion where and when they want. We also provide the same easy access for the community to verify a student's education through online degree verification. Through online forms and processes, faculty and staff may submit student grades, track student progress, and manage changes to their courses.

Engagement – We offer personal services to guide, clarify, and provide information on the administrative processes of being a student. We also engage students and the community through maintaining current and historical reference materials such as the online University of Washington General Catalog.

Diversity – We serve the entire population of the University — undergraduates to professionals, veterans to ACCESS students. We ensure that University policies are applied fairly and consistently, while remaining sensitive to the unique needs of every student.

Care – We are dedicated to providing individual care and assistance to those students, faculty and staff (in some cases, at all 3 campuses) who require extra support to work through their unique challenges. We are responsible for informing students of policies that are in place for their protection, such as FERPA and the Cleary Act. We also notify students of emergent situations such as exposure to infectious disease and campus safety issues.

Student Learning – We treat all students as adult members of the University of Washington learning community. We have a staff position specifically designated to training and teaching. We are committed to helping staff, faculty, and students learn about the policies of the University, including those concerning rights and responsibility, privacy, eligibility, and equity. We are responsive to emerging needs by giving faculty, staff, and students the tools they need to be more self-directed and knowledgeable.

Quick Facts

In one year, the University Registrar's Office:

Prepared and mailed **18,500** diplomas, Annual High Scholarship Certificates, and doctoral candidacy certificates to students at all three campuses.

Reviewed **9,000** Seattle undergraduate degree applications.

Made **50,000** manual changes to UW Seattle transcripts.

Sent **75,000** official transcripts for UW Seattle students and graduates.

Processed **11,200** Sequitor (information request) cards from prospective UW students.

Processed **8,300** change of major forms.

Provided **440,000** Degree Audit Reports for students and advisers at all three campuses.

Managed **1,950** curricular updates, additions, and deletions for faculty on all three campuses.

Provided rooms and managed Time Schedule information for **40,000** Seattle class sections.

Processed over **8,000** Washington State Community College transcripts for Admissions via the Transfer Articulation module of DARS.

Received around **84,000** visitors to our website, with **138,000** visits and **324,000** page views.

Efficiencies

Residency staff now screen admission applications for the Admissions Office to more quickly determine a student's residency status early in the admission process. In addition, all written residency communication is now done via e-mail, resulting in an improved time of information to student and lowered costs.

An online grade change request form was implemented this fall, allowing faculty and staff to submit student grade changes from anywhere at any time, while reducing the number of forms that must be printed and filed by staff.

Staff members from Graduation & Academic Records, Registration, and the Registrar's Processing Center have cross-trained to assist other units within the Registrar's Office and the Office of Undergraduate Admissions.

Many previously printed reports have been converted to electronic format by Data Management and Data Services. This has saved resources and time.

Students now have a single contact point for petitions such as Hardship Withdrawals, Fee Waiver requests, Graduation Petitions, and Administrative Petitions.

Challenges & Opportunities

It is expensive to maintain the technology that has been put into place to assist and guide students, such as degree completion tracking (DARS), online registration, online transcripts, and online submission of grades. Students, faculty, and staff at all campuses rely upon the technologies we maintain. If cuts in funding continue to affect these services, there will be a huge impact on the UW community.

Changes in the student population at the UW (such as increased numbers of international students, non-resident students, students in veteran's programs, etc.) will increase the demands upon our services and staff.

One of our challenges is to maintain our commitment to a personal connection to the UW community. The emphasis on efficiencies in the face of budget cuts results in reduced face-to-face interactions with students, faculty, staff, and community.



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