

EMORY



Office of the University Registrar

2019/20 - 2020/21 ANNUAL REPORT

Message from the *Assistant Vice Provost & University Registrar*

I am pleased to present the Office of the University Registrar's Annual Report for the 2019-20 and 2020-21 academic years. It has been an unprecedented time; COVID-19 has changed higher education faster than anyone would have thought possible!

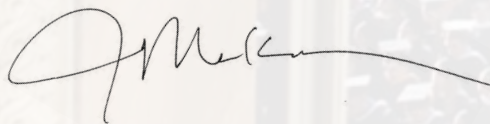
As institutions were asked to send students home and resume learning remotely, Registrars were asked to reinvent the way we handle our day-to-day business processes. The pandemic has resulted in positive and necessary changes in the face of potential catastrophe, the institution has made major technology investments that wouldn't have been sanctioned in normal times—this pandemic has fundamentally changed higher education.

Here's what we learned during the pandemic:

- **Academic Calendar.** We extended spring break, moved to remote learning, and more affects the very structure of learning.
- **Remote Work.** Offices are learning when and how to accommodate staff during a time of physical (rather than social) distancing.
- **Policy Exceptions.** Grading, transcripts, and more were affected by changes and closures.

Make no mistake, COVID-19 and its impact will be studied, written about, and looked to as an example for years to come. It's extremely important that registrars, as institutional historians and record-keepers, are taking good notes. Document all discussions, decision points, and takeaways for future registrars.

Never has it been more clear that the Office of the University Registrar is at the core of the student experience. That's why it's also important for registrars to advise senior leadership about the practical and policy implications of their decisions.



JoAnn McKenzie
Associate Vice Provost and University Registrar



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Our Mission



The Office of the Registrar at Emory University has as its function the charge and mission to:

- Maintain the permanent academic records for all schools of the University including registration (initial and changes), processing grades, recording faculty actions taken, and degrees granted for all students past and present.
- Complete and file all Federal and State reports requested relative to matriculated students
- Maintain and produce an academic schedule of classes and related examinations on a term-by-term basis.
- Assign classroom space for courses from a given pool of rooms.
- Provide, on request, service and assistance to other administrative users of the Student Information System including assistance with data interpretation and understanding, query programming, and the scheduling and production of reports.
- Act as a consultant to all Deans and Faculty committee's relative to student records, registration, course offering, degree program auditing, etc.
- Certify, on behalf of the student and as appropriate, attendance, academic performance and status to outside agencies (for the purpose of loans, discounts, professional examination, etc.)
- Provide an academic transcript service to all current and former students.
- Process all degree and certificate applications, order diplomas, set up degree and rank lists and in general assist the principals in graduation ceremonies.
- Assist the Provost and Associate Vice Provost whenever and on whatever deemed necessary.

“The Office of the University Registrar is ready to meet the service needs of our users, at the level they would expect from any school of our size and stature.”

2019-21 Goals & Accomplishments

Our Strategic University Projects

EMORY UNIVERSITY

EMORY UP INITIATIVES

DEGREE TRACKER

- » Revised undergraduate Nursing's GERs and Pre-requisites as they were required to implement transfer credit articulations.
- » Implemented Graduate and professional programs, and certificates and 4+1, Masters and PhD programs.
- » Worked with consultants to revise Business School's "major" requirements and declaration, and modified the student's process of area depths declaration.
- » Worked with consultants to on the following enhancement projects for Emory College of Arts and Sciences:
 - » Creation of exceptions and study abroad mapper.
 - » Restructured all undergraduate schools' graduation requirements due to COVID-19 (PE waivers).
 - » Restructured secondary plan requirements to prevent loss of exceptions when students move from their primary to secondary field of study.
- » Collaborated with Office of the University Registrar to apply degree clearance best practices and workflow using degree tracker.

STUDENT SCHEDULE BUILDER

Plans are underway to offer a new "click to register feature" – providing students the ability to initiate the registration process by seamlessly moving classes from Atlas to their shopping cart in OPUS.

EVALUATION KIT

- » **Fall 2019 and Summer 2020 Evaluation Kit school rollout for the following schools with response rates:**
 - Goizeuta School of Business—61% response rate.
 - Woodruff School of Nursing—39% response rate.
 - Candler School of Theology—76% response rate.
 - School of Law—63% response rate.
 - Rollins School of Public Health—84% response rate.
- » **Evaluation KIT project accomplishments include:**
 - Established strong technical and client support on behalf of school units.
 - Developed partnership with Watermark to create a [Case Study](#) on Emory's experience with Evaluation KIT.
 - Registrar's Office presentation at Watermark Engage Conference 2021 regarding Emory's Evaluation KIT rollout.

COURSE ATLAS

On September 21, 2020, the Registrar's Office launched enhancements to the **University Course Atlas** (Atlas Cart and Atlas Syllabus):

- » Creating multiple class shopping carts to compare different course loads, weekly schedules, and class combinations.
- » Check pre-flight messages to confirm class and registration status.
- » Send courses directly from the Atlas Cart to OPUS to complete registration without opening a new tab.
- » Seeing the "View Syllabus" button when classes have a syllabus to display.

With the addition of these new features, the University Course Atlas is becoming a great class search engine for course offerings that also connects to OPUS in real-time -- speeding up the registration process.

For more information on the Atlas Cart, contact the Course Atlas Support Team at CourseAtlasHelp@emory.edu.

CourseLeaf Section Scheduler (CLSS) Upgraded!

The integration between CourseLeaf Section Scheduler (CLSS) and OPUS has become more robust thanks to the latest upgrade which occurred on September 15, 2020. Although the upgrade mainly affected internal and behind the scenes processes, we gained the following enhanced features focused on improving our end user's experience: *Class Cancellations, Variable Credit Hours, Secondary Instructors, Instructor Roster Fields, Notes Number Field and Meeting Start & End Dates.*

For more information on the CLSS Upgrade and these new features, visit the [CLSS website](#) or contact the CLSS Support Team at CLSSHelp@registrar.emory.edu

ONE GPA

As part of Emory UP on August 16, 2018, the Undergraduate Deans requested that all undergraduate students have one continuous GPA to eliminate barriers for undergraduates as they transitioned to and from Nursing or Business Schools (undergraduate allied health students were not included in this project).

Confusion and continued federation of career GPAs that would be visualized on the transcript is in contradiction to our goals of a unified, seamless Emory undergraduate experience; as such, transcript changes are required. Fall 2020 was chosen as the implementation term so that these changes would only impact a new cohort of students.

How this change Impacts the Student Experience

- » Official transcripts have a different look with no running cumulative GPA and for the undergraduate students a single GPA.
- » Students will not be advantaged or disadvantaged by a GPA reset when transitioning to Business or Nursing School.
- » Students will no longer have to compute a comprehensive undergraduate GPA when applying for jobs or graduate programs.

Academic Calendar

Achieving greater coordination of calendars across the University is critical to promoting closer connections among faculty and students from different schools. To accomplish this work, The University partnered with a Sierra-Cedar Inc experience with PeopleSoft Campus solutions and have been connected to other Emory initiatives (i.e., Opus Review), where recommendations for the academic calendar were addressed.

Phase I of the project was completed fall 2020, introducing new sessions within the semester; eliminating many of the compliance issues the institution has faced for years. Phase II will begin fall 2021, where we will focus on the creation of medical calendar options to provide continuous enrollment for medical school programs (i.e., Genetic Counseling, Allied Health, MD, and DPT Programs).



Registrar *Project*

CENTRALIZING STUDENT RECORDS & CONSOLIDATING REGISTRAR FUNCTIONS AND SERVICES AT EMORY

In fall 2019, the American Association of Collegiate Registrars and Admissions Officers (AACRAO) partnered with the Office of the Provost to conduct a Registrar Review—concentrating on the evaluation of school registrar functions and services at Emory; specifically, roles and responsibilities and best practices to provide a high-quality student experience and ensure full compliance with accrediting regulations and federal laws and reporting requirements.

A recommendation from AACRAO was to conduct “a desk audit” of school registrar roles, who provided summary information related to the organizational structure in which they operated—which included identifying to whom they reported within their school or college, specifying any staff who were also performing registrar-related functions, and providing copies of any relevant job descriptions.

In reviewing the information supplied, as well as discussing it during the Zoom meetings with the registrar liaisons, it was apparent that a disparity among them exists in terms of reporting lines, titles, job descriptions, and functional responsibilities. There is a need to further document those activities, review related compensation, provide greater professional development, and ensure best practices.

As of this writing, this project has been placed on hold due to COVID-19.

Veteran Administration and Government Affairs

STATE AUTHORIZATION

One of the many areas of compliance under which universities operate is that of state authorization. Universities must comply with the education, secretary of state, and licensing offices in each state where students are in attendance.

Since 2016, the Office of the University Registrar has overseen these requirements in partnership with members of general counsel, the provost's office, and curriculum subject matter experts in the various schools.

In 2019, the Department of Education began negotiated rulemaking, the results of which federalized and expanded the requirements of maintaining state authorization. What once only required the completion of one annual report and registration has now grown to the following tasks:

- Oversee the university's registration, reporting and compliance with the State Authorization Reciprocity Agreement (SARA).
- Maintain and update the university's repository of US state licensing agencies for all programs in which graduates may require licensure to work.
- Oversee and maintain the reporting mechanism which identifies the location of all distance learning students.
- Research and compile curricular requirements for university licensure programs in cooperation with university subject matter experts.
- Send mandatory annual notification to students in licensure programs on determination of curricular compliance.
- Research and identify applicable state laws over and above education effecting university compliance.

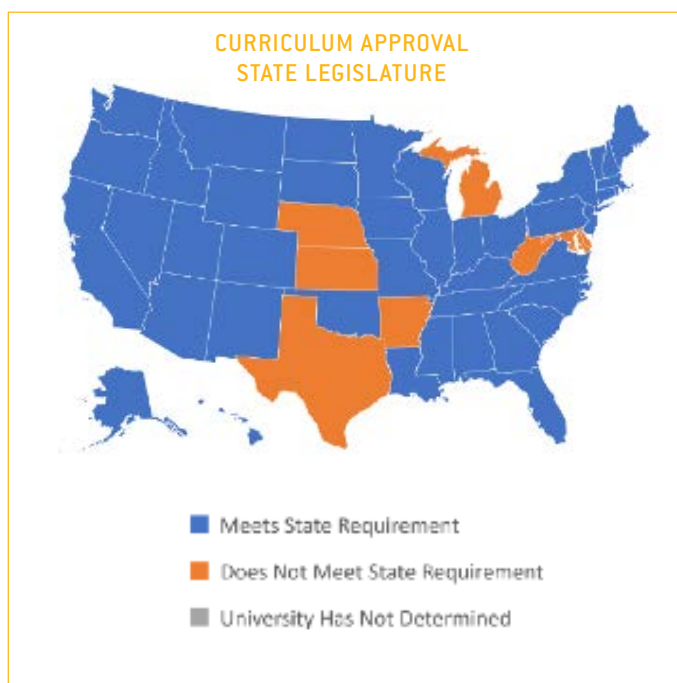
To comply with the new federal requirements of state authorization the Office of the University Registrar implemented the following tools to adhere to the new requirements:

- A repository website of state licensing authorities searchable by occupation or state.
 - » From the Emory website students can navigate directly to these sites to look up licensure laws, download licensure applications, and look up office contact information.

» <http://www.registrar.emory.edu/about/compliance/licensing-bodies/index.html>

- An annual notification that satisfies both the State Authorization Reciprocity Agreement and Department of Education criteria for researching and informing students of the licensure and curricular determinations made by Emory for each state.

THE NOTICE INCORPORATED A COLOR-CODED US MAP FOR QUICK AND EASY VISUALIZATION.

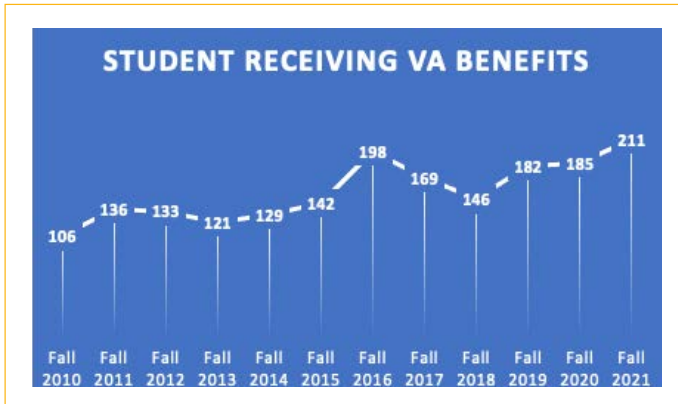


State authorization will continue to evolve as the Department of Education expands its oversight, and distance education becomes a greater component of the overall academic delivery of programs.

To adapt to these changes OUR, in partnership with the Provost's office, has developed a 2-year plan to create a working group of individuals in various business units with primary functions already associated with applicable state requirements.

VETERANS ADMINISTRATION

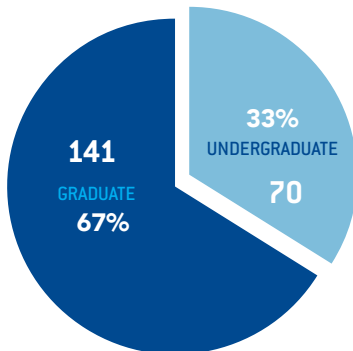
As the primary liaison between students and the US Department of Veteran Affairs (VA), the Office of the University Registrar is responsible for assisting students with the completion of the certification process, tracking of their payments, as well as helping them understand and navigate the variety of regulations and educational services provided by both the VA and Emory University.



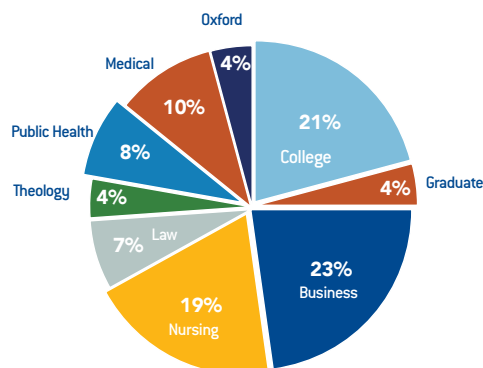
VA RECIPIENT POPULATION ANALYSIS

VA enrollment increased 14% between fall 2020 and 2021. The college, business, and nursing schools continue to enroll the highest number of VA recipients.

RECIPIENTS BY CAREER LEVEL



RECIPIENTS BY SCHOOL



2019-2021 Significant Veteran Affairs Events

The 2019-2021 academic years saw the following significant events which impacted all VA recipients including those at Emory.

- » The Basic Allowance for Housing (BAH) calculation for students included cost of living data for the zip code(s) where students participate in their courses.
 - Atlanta Campus student can receive up to \$2,262 p/month*
 - Oxford Campus student can receive up to \$1,749*

Based on a full-time student taking full-time in-person courses

- » Emergency legislation (S. 3503) was passed to allow VA recipients to continue to receive housing and education benefits rates at the on-campus in-person level for classes that were switched to online due to COVID-19.
- » Chapter 33 maximum tuition and fee rate increased 3% to \$25,162,14.
- » Beginning Spring 2019 Emory University began offering a grant comparable to the Tuition Assistance Grant offered by all branches of service to active-duty service members. Active-duty service members are eligible to receive up to an additional \$2,000 per year towards their tuition directly from the university.
- » The institution revised the VA Benefits Guide for the 2021 academic year to better inform applicants and students, and their parents about the requirements for using VA benefits.
- » The institution's 2020-2021 biennial VA audit resulted in "zero findings" for the second consecutive cycle.
- » During years 2020 and 2021 there have been zero (0) complaints filed with the VA by Emory students.

The Office of the University Registrar and School Certifying Official will continue providing personalized quality service to its veteran and dependents of the veteran student population. As another year begins, we will seek ways to improve our processes in this area as well as affirm our commitment to these and all our students.

2021-2022 Goals *and Initiatives*

New Office of the University Initiatives

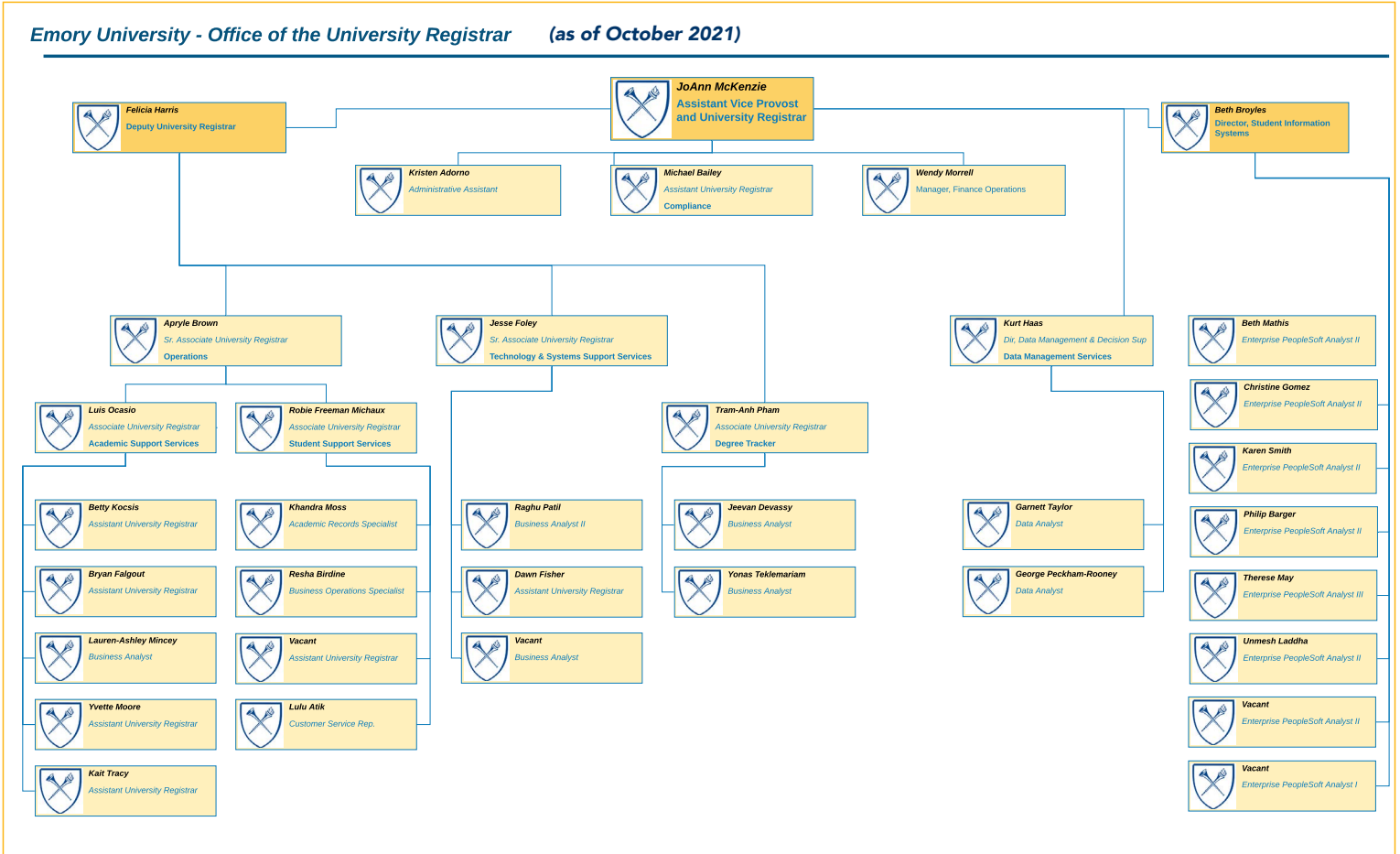
We are acutely aware of the changing face of our students, their service expectations, and the impact our work will have on them throughout their entire Emory experience – irrespective of the college(s) they attend. Therefore, we will continue our work to make the Emory experience more seamless, holistic and engaged. We will accomplish this by continuing our work on the following One Emory and EmoryUP Projects:

- » **Opus Student Records Security Review** – we will review, assess, and implement revisions to security structure in OPUS – related to data user groupings and primary campus roles.
- » **Student Characteristics** (Gender Identity and Designated Pronouns).
- » **Student Schedule Builder** – Enhance registration features and functions to provide better enrollment outcomes for undergraduate students.
- » **Unified Academic Catalog** – explore software that will create university wide standards on academic catalogs, student access updating, and archiving.



Office Organization and Core Services

Emory University - Office of the University Registrar (as of October 2021)





Appendix

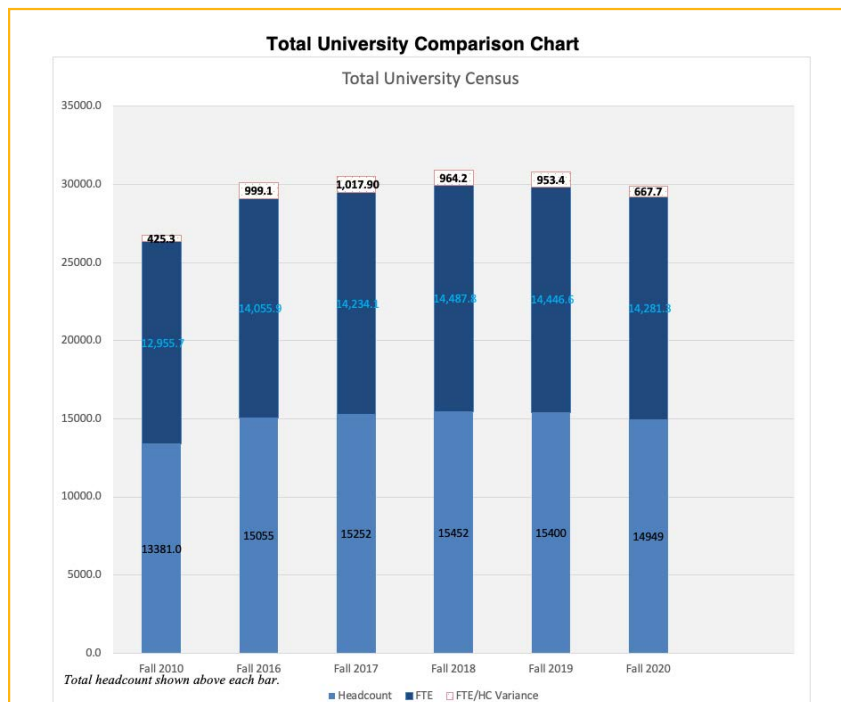


By the Numbers

By The Numbers	2016-17		2017-18		2018-19		2019-20		2020-21		
	Value	Value	Change	Value	Change	Value	Change	Value	Change	Overall	
Data Requests	245	309	26%	169	-45%	375	122%	598	59%	144%	
Verifications Issued	25,642	30,388	19%	33,375	10%	32,240	-3%	32,306	0%	26%	
Transcripts Issued	32,065	32,971	3%	32,927	0%	27,520	-16%	26,449	-4%	-18%	
Grades Processed	156,280	160,010	2%	164,642	3%	165,794	1%	163,651	-1%	5%	
Room Reservations	3,320	3,363	1%	3,340	-1%	3,595	8%	335	-91%	-90%	
One-Time-Event Schedule	4,209	5,083	21%	5,410	6%	4,358	-19%	189	-96%	-96%	
Classes Scheduled	8,276	9,419	14%	14,456	53%	12,263	-15%	12,268	0%	48%	
Course Curriculum Additions/Changes				1,098		2,243	104%	2,723	21%	21%	
Degrees Awarded	4,722	4,958	5%	4,925	-1%	4,966	1%	5,000	1%	6%	
Testing and Evaluation Exams	1,059	913	NA	880	-4%	616	-30%	10	-98%	-99%	
Cross Registration: Incoming	103	95	-8%	156	64%	88	-44%	83	-6%	-19%	
Cross Registration: Outgoing	95	116	22%	132	14%	112	-15%	63	-44%	-34%	

Note: The significant decrease in Room Reservations, On-Time Events Scheduled, and Testing and Evaluation Exams in 2020-21 was a direct impact of the COVID-10 pandemic.

Enrollment Breakdowns



This chart represents fall enrollment for the period Fall 2016 - Fall 2020. Fall 2010 is provided as a point of reference, to allow for both a ten and five-year overall comparison. Total student headcount is shown in blue, and full-time equivalent or FTE are shown in red.

Enrollment Breakdowns (cont.)

Opening Fall Full-time Equivalent Comparison by Full-time Equivalent
2010 compared with 2016 - 2020

	Fall 2010	Fall 2016		Fall 2017		Fall 2018		Fall 2019		Fall 2020		
	FTE	FTE	Change	FTE	Change	FTE	Change	FTE	Change	FTE	Change	Overall
Allied Health	459.4	512.4	-3%	526.6	3%	536.1	5%	524.3	2%	495.9	-6%	8%
Business	1,394.1	1,647.9	3%	1,638.9	-1%	1,621.1	-2%	1,530.2	-7%	1,403.5	-14%	1%
College	5,295.4	5,490.1	-2%	5,494.5	0%	5,652.9	3%	5,665.9	3%	5,602.9	2%	6%
Graduate	1,764.1	1,641.8	0%	1,699.9	4%	1,710.1	4%	1,694.9	3%	1,704.2	0%	-3%
Law	825	1,059.8	7%	1,033.1	-3%	1,028.3	-3%	924.6	-13%	870.3	-16%	5%
Medical	533	605.6	3%	600.0	-1%	587.3	-3%	617.9	2%	570.9	-5%	7%
Public Health	888.8	1,081.8	1%	1,108.4	2%	1,124.6	4%	1,161.8	7%	1,205.2	9%	36%
Nursing	439.7	616.2	22%	761.8	24%	839.6	36%	931.6	51%	1,067.3	40%	143%
Theology	450.7	423.3	-1%	401.9	-5%	395.8	-6%	413.1	-2%	417.8	4%	-7%
Oxford	905.5	977.0	5%	978.0	0%	992.0	2%	982.3	1%	943.3	-4%	4%
TOTAL	12,955.7	14,055.9	1%	14,243.1	1%	14,487.8	3%	14,446.6	3%	14,281.3	0%	10%

HC - Headcount enrollment

FTE - Full-time equivalent enrollment

Opening Fall Enrollment Comparison by Headcount
2010 compared with 2016 - 2020

	Fall 2010	Fall 2016		Fall 2017		Fall 2018		Fall 2019		Fall 2020		
	HC	HC	Change	HC	Change	HC	Change	HC	Change	HC	Change	Overall
Allied Health	468	574	-3%	584	2%	607	6%	568	-3%	519	-11%	11%
Business	1,498	1,739	4%	1,727	-1%	1,711	-2%	1,613	-7%	1,512	-12%	1%
College	5,325	5,539	-2%	5,522	0%	5,685	3%	5,697	3%	5,666	3%	6%
Graduate	1,910	1,857	1%	1,917	3%	1,901	2%	1,888	-2%	1,902	-1%	0%
Law	826	1,085	7%	1,077	-1%	1,065	-2%	953	-12%	892	-17%	8%
Medical	535	931	9%	937	1%	927	0%	1,006	7%	635	-32%	19%
Public Health	976	1,197	1%	1,212	1%	1,221	2%	1,244	3%	1,283	6%	31%
Nursing	456	670	27%	827	23%	880	31%	974	18%	1,108	34%	143%
Theology	481	485	3%	470	-3%	462	-5%	474	1%	485	3%	1%
Oxford	906	978	4%	979	0%	993	2%	983	0%	947	-3%	5%
TOTAL	13,381	15,055	2%	15,252	1%	15,452	3%	15,400	1%	14,949	-2%	12%

HC - Headcount enrollment

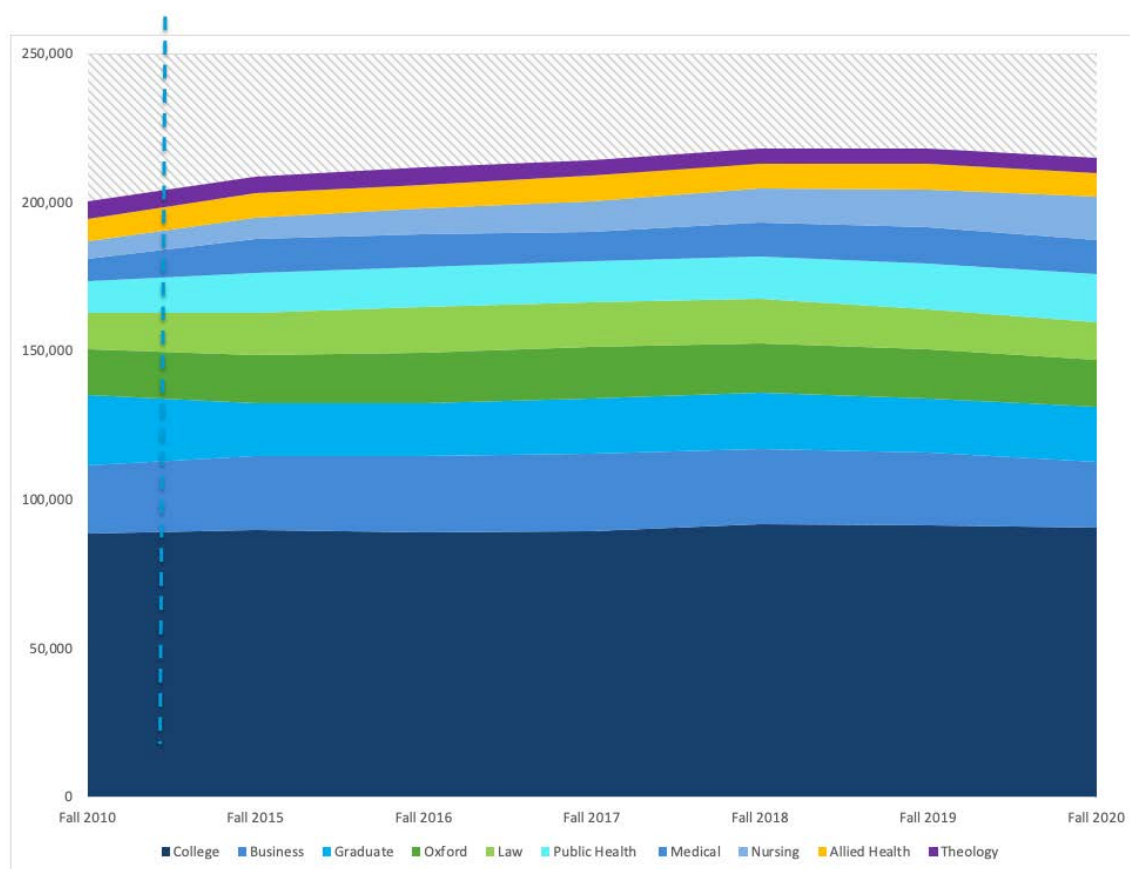
FTE - Full-time equivalent enrollment

The above tables provide breakdowns of enrollment by individual school, in both FTE (upper table) and headcount. The percentages shown in the change columns indicate the percent change in enrollment volume as compared to the previous year, while the overall percentages indicate changes over the last ten years

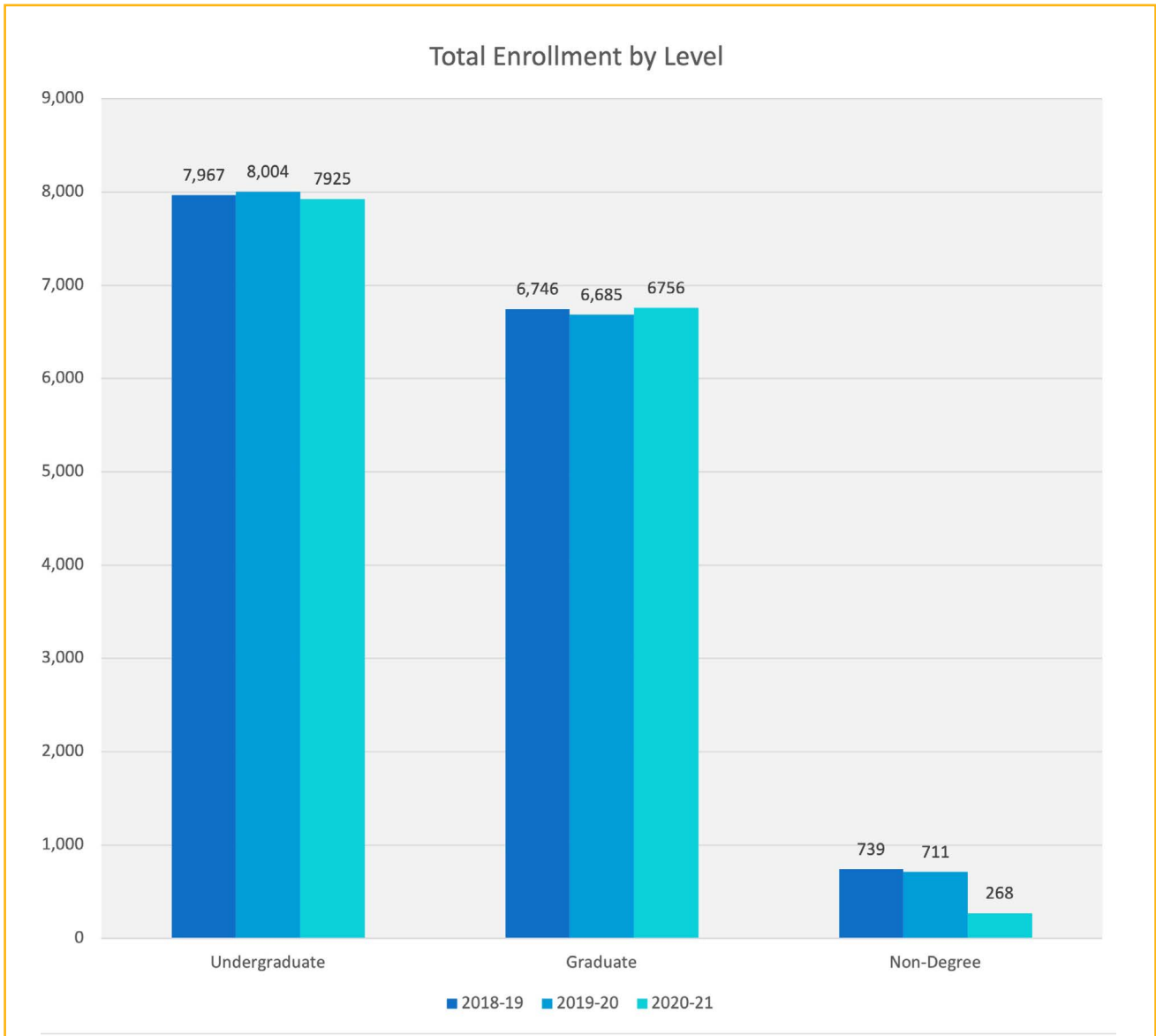
Enrollment Breakdowns (cont.)

Total Credit Hours Taught by Career

	Fall 2010	Fall 2015		Fall 2016		Fall 2017		Fall 2018		Fall 2019		Fall 2020		Overall
	Hours	Hours	Change	Hours	Change	Hours	Change	Hours	Change	Hours	Change	Hours	Change	
Allied Health	7,147	8,333	0%	8,231	-1%	8,441	3%	8,630	5%	8,601	2%	7,825	-9%	9%
Business	22,714	24,547	6%	25,773	5%	26,083	1%	25,397	-1%	24,220	-7%	22,111	-13%	-3%
College	88,747	90,039	-1%	88,944	-1%	89,618	1%	91,772	3%	91,555	2%	90,812	-1%	2%
Graduate	23,849	17,890	-3%	17,866	0%	18,461	3%	18,789	5%	18,294	-1%	18,253	-3%	-23%
Law	12,210	14,400	4%	15,239	6%	14,969	-2%	14,927	-2%	13,554	-9%	12,840	-14%	5%
Medical	7,431	11,456	3%	11,008	-4%	9,557	-13%	11,362	3%	12,158	27%	11,583	2%	56%
Public Health	10,875	13,272	-1%	13,604	3%	14,067	3%	14,126	4%	15,421	10%	16,028	13%	47%
Nursing	6,057	7,057	1%	8,503	20%	10,499	23%	11,412	34%	12,612	20%	14,561	28%	140%
Theology	5,965	5,663	6%	5,627	-1%	5,213	-7%	5,001	-11%	5,334	2%	5,351	7%	-10%
Oxford	15,281	16,041	-1%	16,925	6%	17,242	2%	16,827	-1%	16,591	-4%	15,840	-6%	4%
TOTAL	200,276	208,698	0%	211,720	1%	214,150	1%	218,243	3%	218,340	2%	215,204	-1%	7%

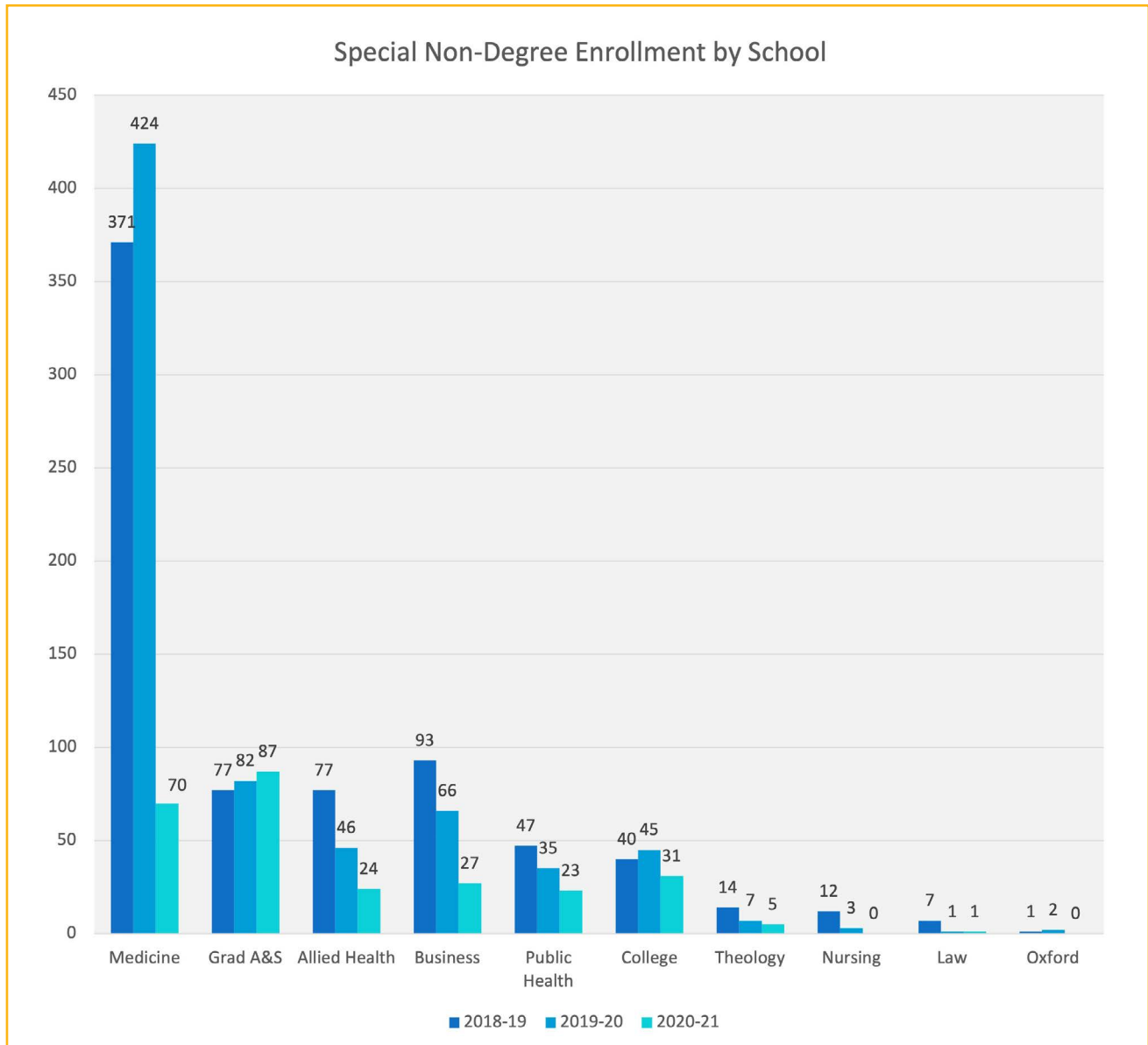


The table above shows total credit hour enrollment by school for the period Fall 2015 - Fall 2020. Fall 2010 is provided as a point of reference, to allow for both a ten and five-year overall comparison. The area chart is meant to illustrate the change in volume over this period.

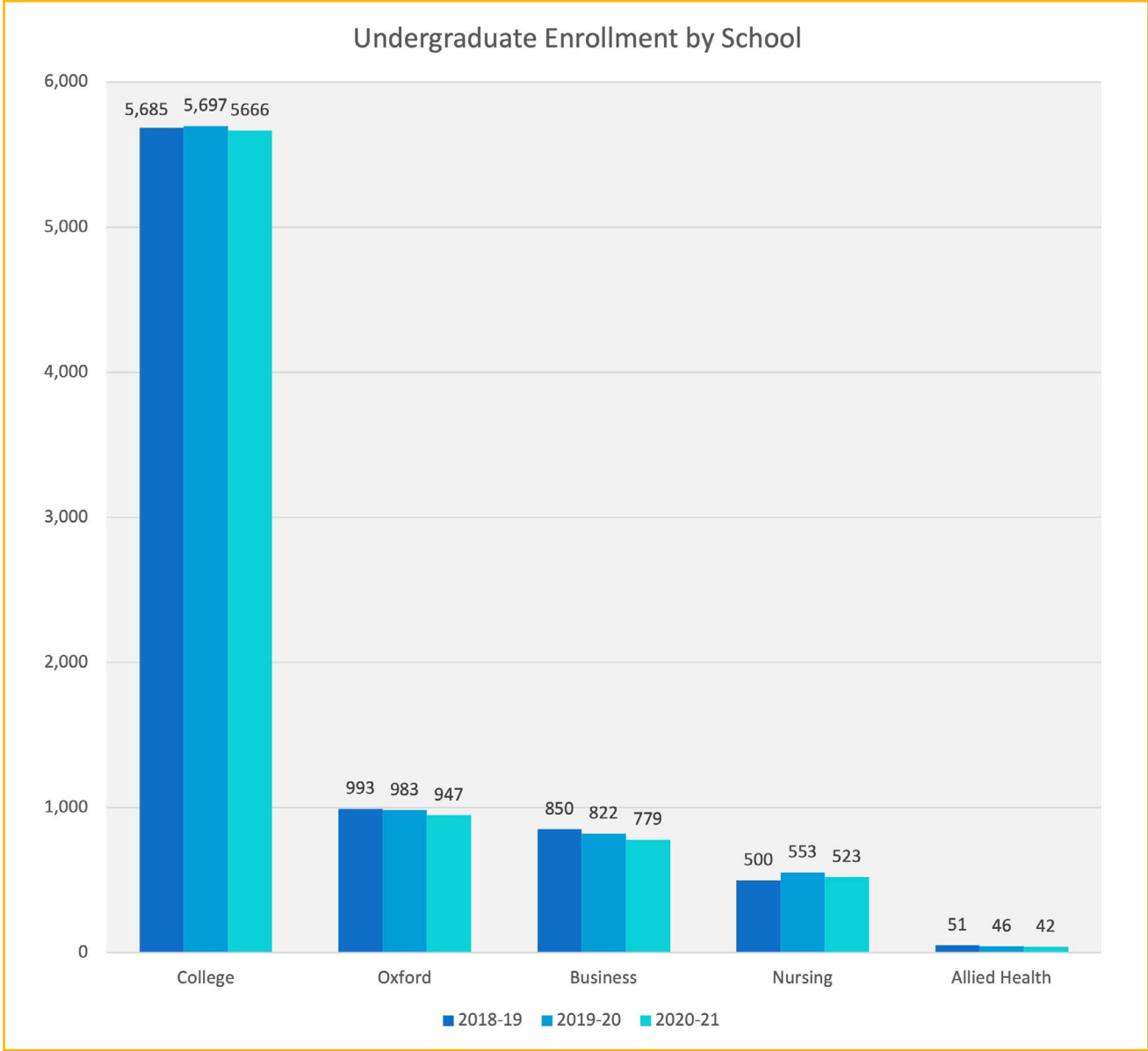


The chart above is provided to illustrate total enrollment headcount for the entire university, broken down by undergraduate, graduate, and non-degree levels. The experience period captured for this visualization is 2018-19 through 2020-21.

Enrollment Breakdowns (cont.)

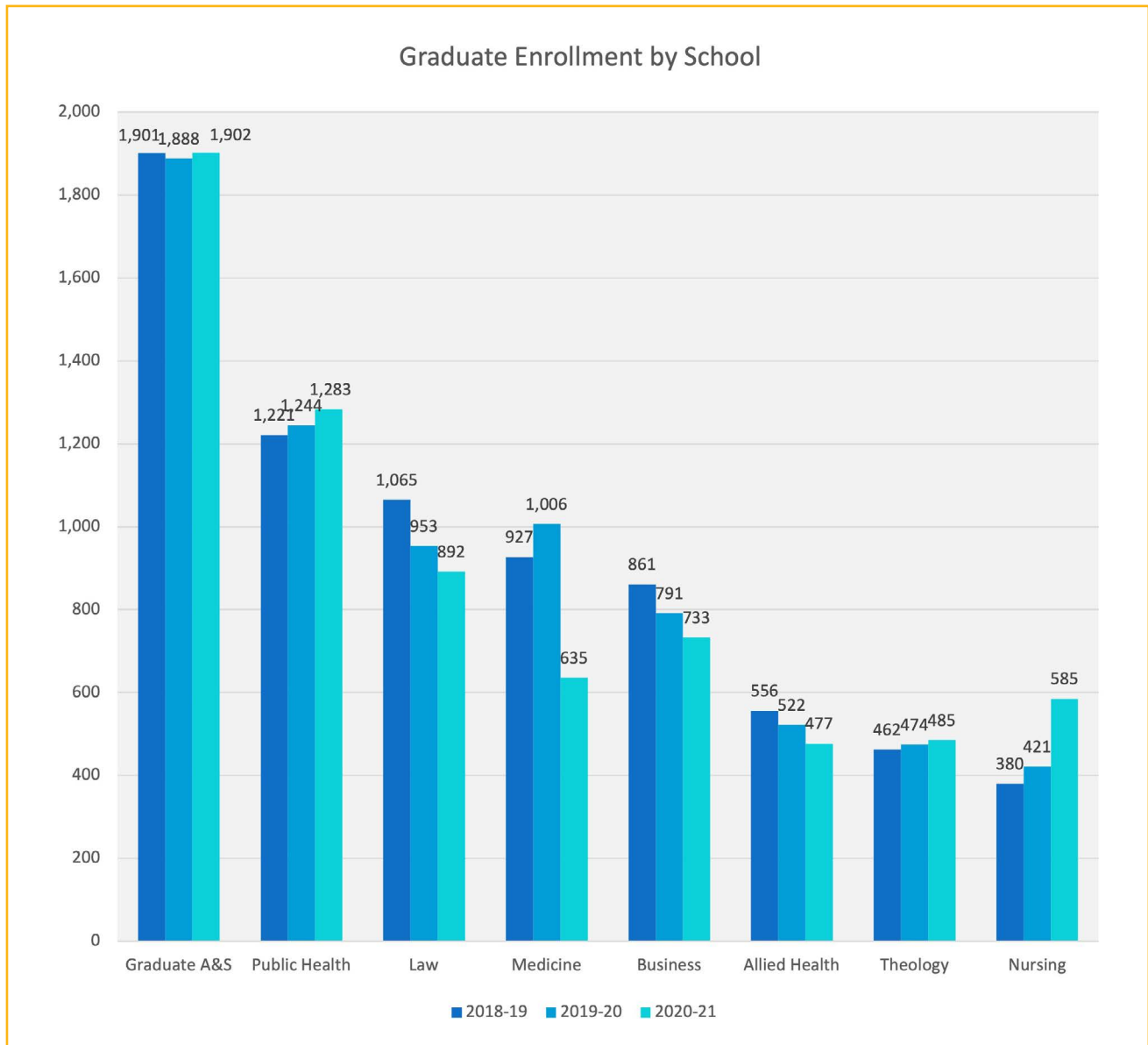


The chart above takes the non-degree aggregate counts, shown in the Total Enrollment by Level chart, and further breaks those down by school.

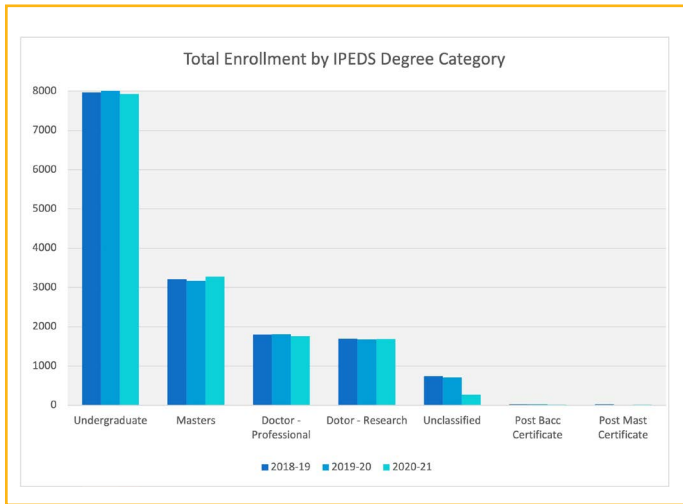
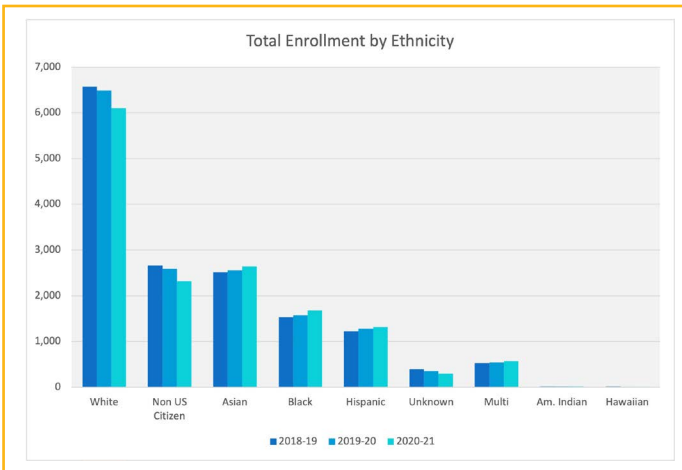
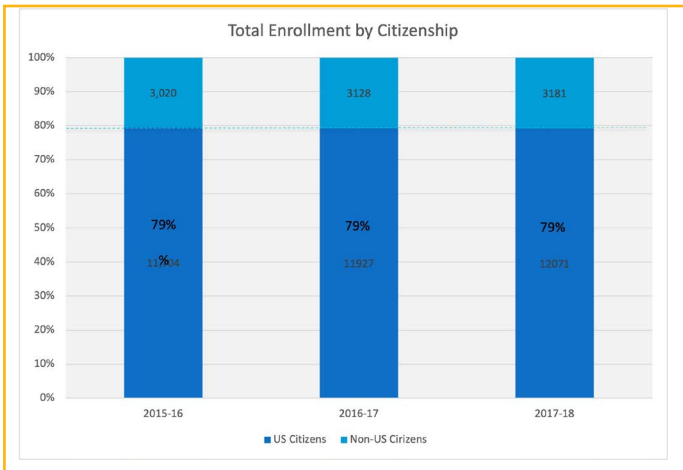
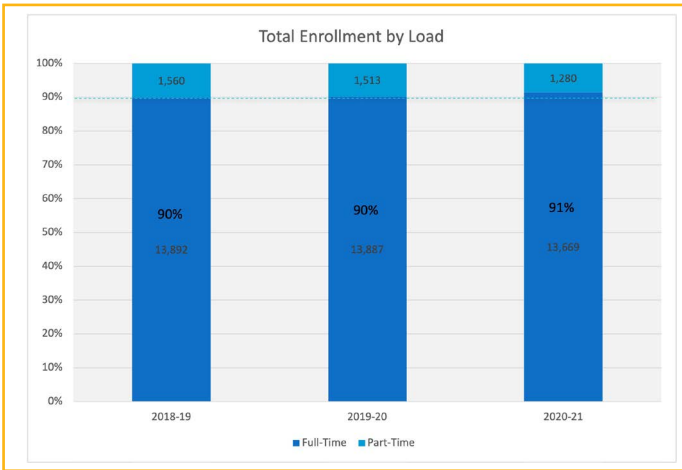
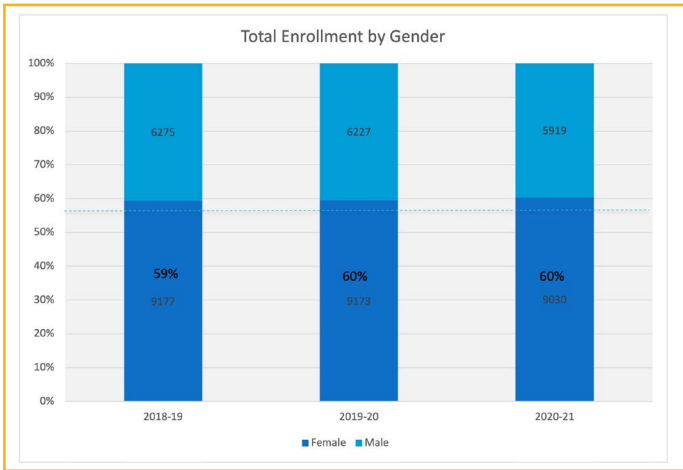


The chart above takes the aggregate undergraduate enrollment counts, shown in the Total Enrollment by Level chart, and further breaks those down by school.

Enrollment Breakdowns (cont.)

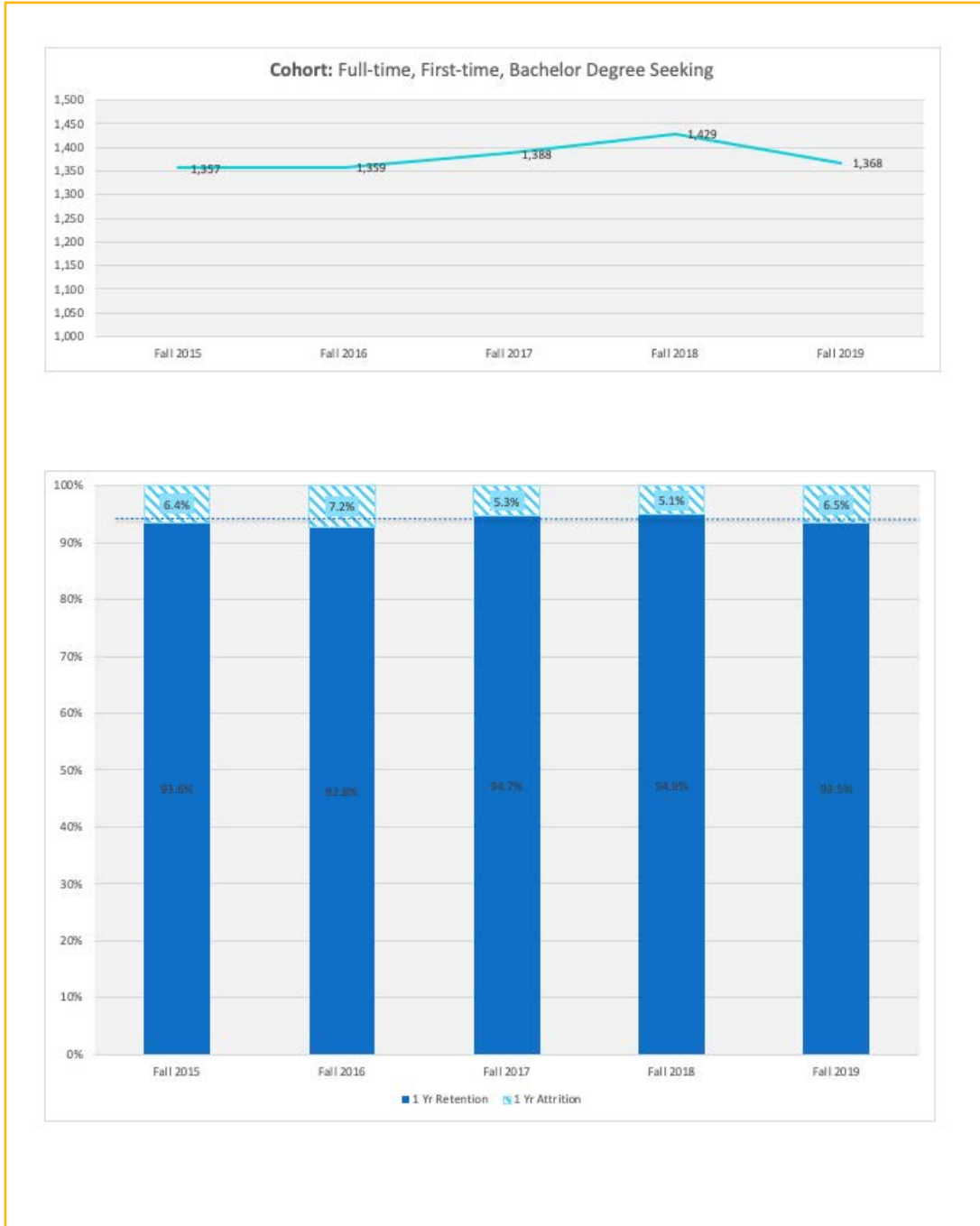


The chart above takes the aggregate graduate enrollment counts, shown in the Total Enrollment by Level chart, and further breaks those down by school.



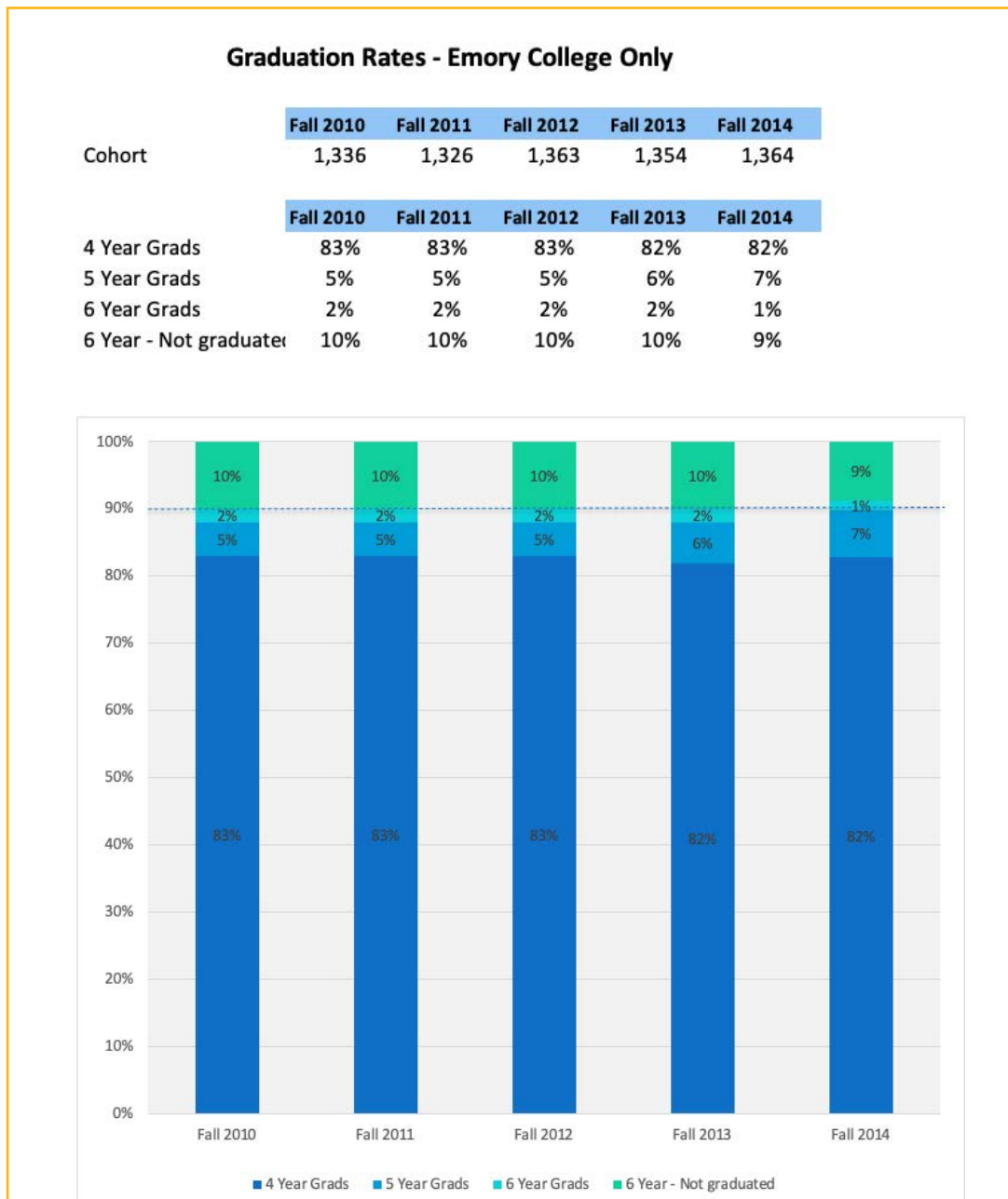
The charts above display the gender, citizenship, full-time/part-time load, ethnicity, and IPEDS category breakdowns of total university enrollment for the experience period 2018-19 through 2020-21.

Retention Rates – Emory College Only



The line graph shown in the uppermost chart presents first-year, full-time, degree-seeking enrollment by year for the period Fall 2015 - Fall 2019. The lower chart reflects 1-year retention and attrition, and the bars are labeled by the corresponding cohort. The blue portion of these bars represent the percent of the cohort that persisted beyond their first year of enrollment, while the smaller striped segment of the bars reflects the percentage of students that discontinued or otherwise moved on by attrition.

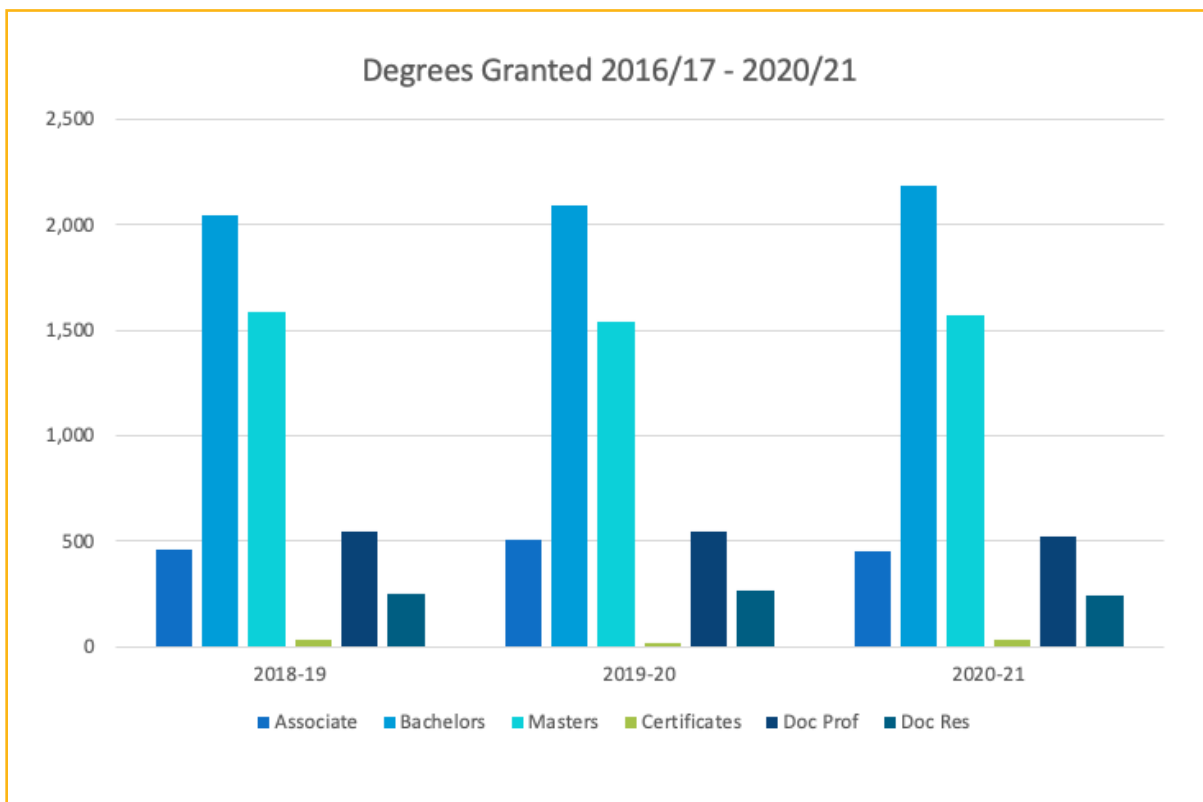
Graduation Rates – Emory College Only



In order to show four, five, and six-year completion rates for Emory College, we have adjusted the scope of the above charts to present the experience for those cohorts entering Fall 2010 – Fall 2014. Like the previous page, the uppermost table presents first-year, full-time, degree-seeking enrollments by incoming cohort. The lower chart reflects four to six-year completion rates in varying shades of blue, as shown in the provided legend. The striped portion of each bar represents the percentage of the cohort that did not complete their course of study within six years of initial enrollment.

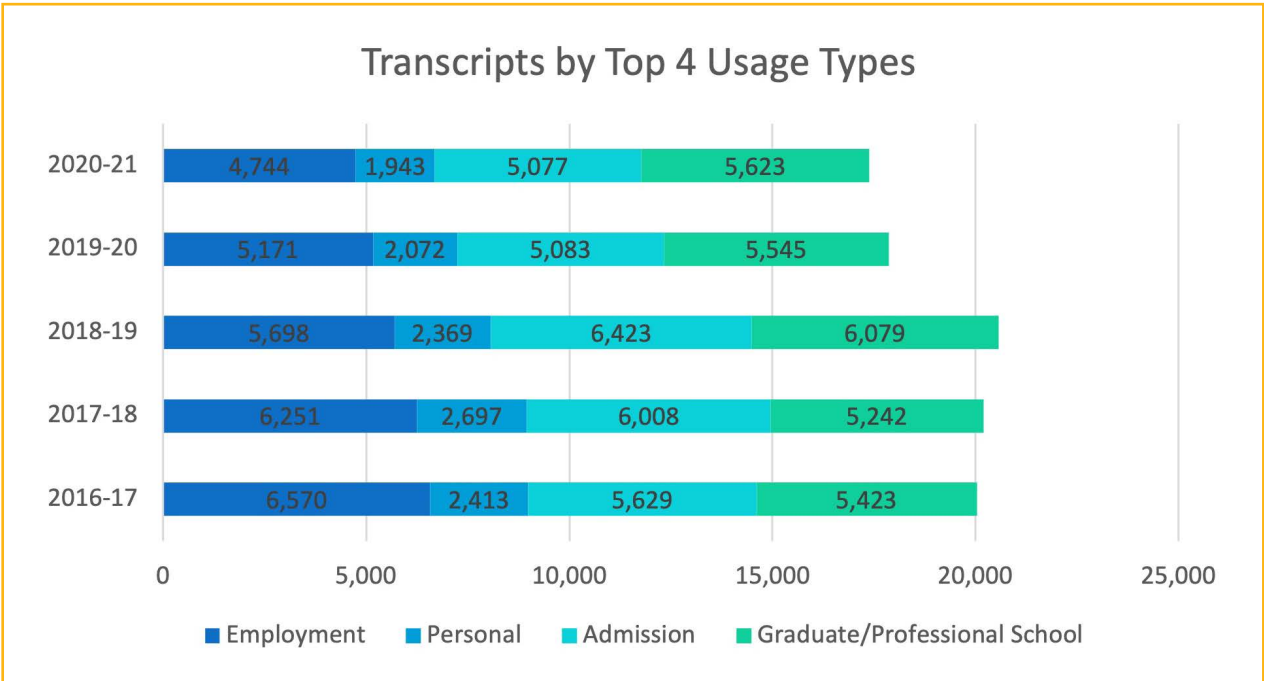
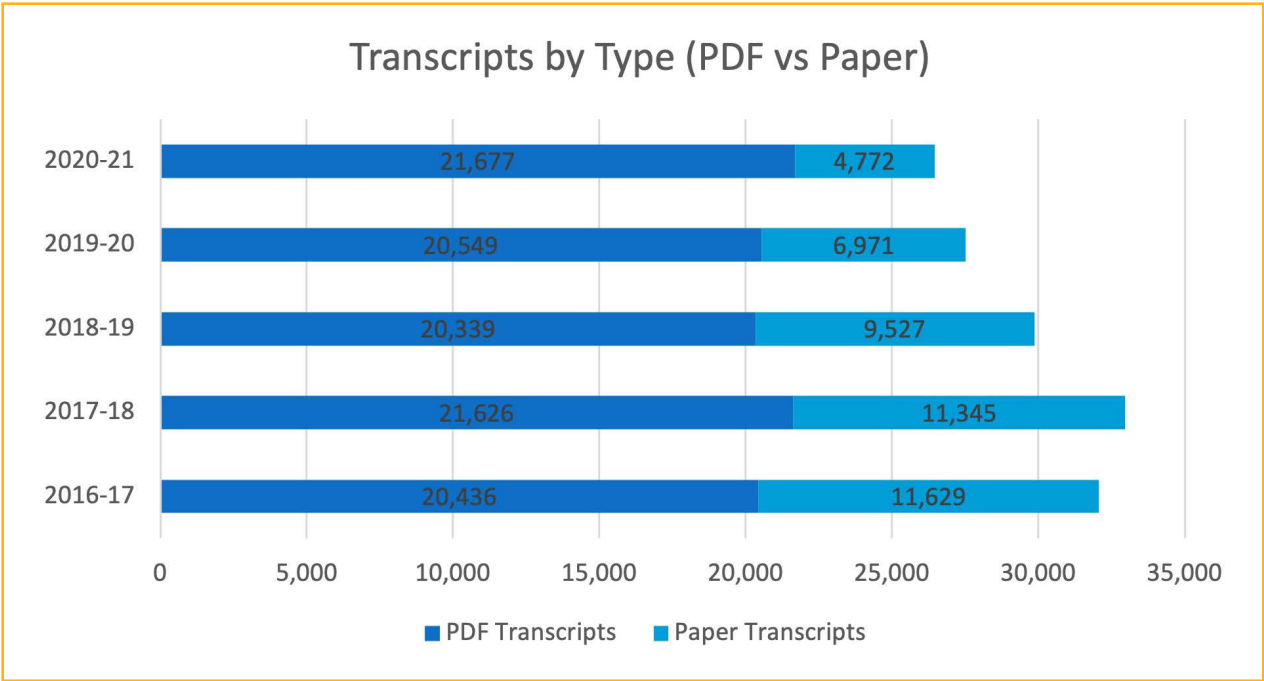
Degrees Granted

DEGREES GRANTED - 2016/17 - 2020/21					
Level	2016-17	2017-18	2018-19	2019-20	2020-21
Associate	457	466	462	508	452
Bachelors	1,931	2,000	2,049	2,096	2,186
Masters	1,513	1,639	1,590	1,539	1,571
Doctorates					
Professional					
Certificates	36	28	31	14	29
Doc Prof	534	549	546	542	523
Doc Res	251	276	247	267	239
Total Degrees Earr	4,722	4,958	4,925	4,966	5,000



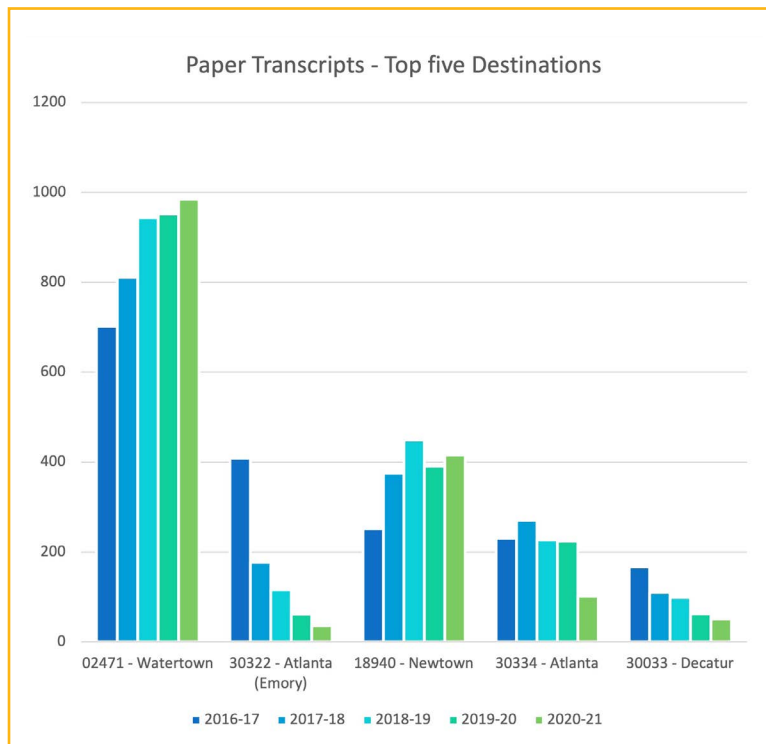
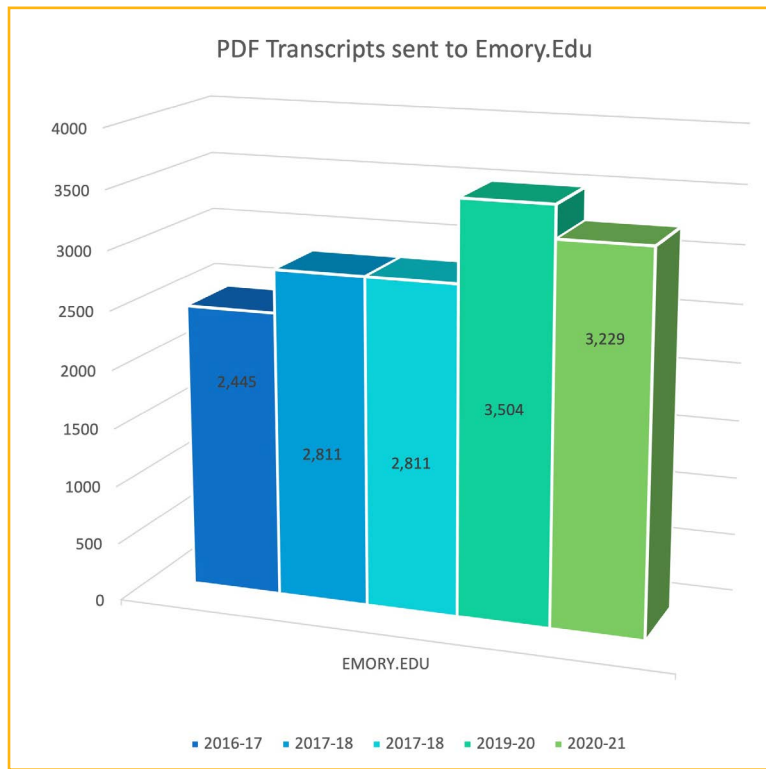
The charts above illustrate the degrees granted by award level.

Transcripts *Processed*



The charts above display the breakdown of total transcript request type (PDF vs. Paper) and by top four requester-reported usage type for the experience period 2016-17 through 2020-21.

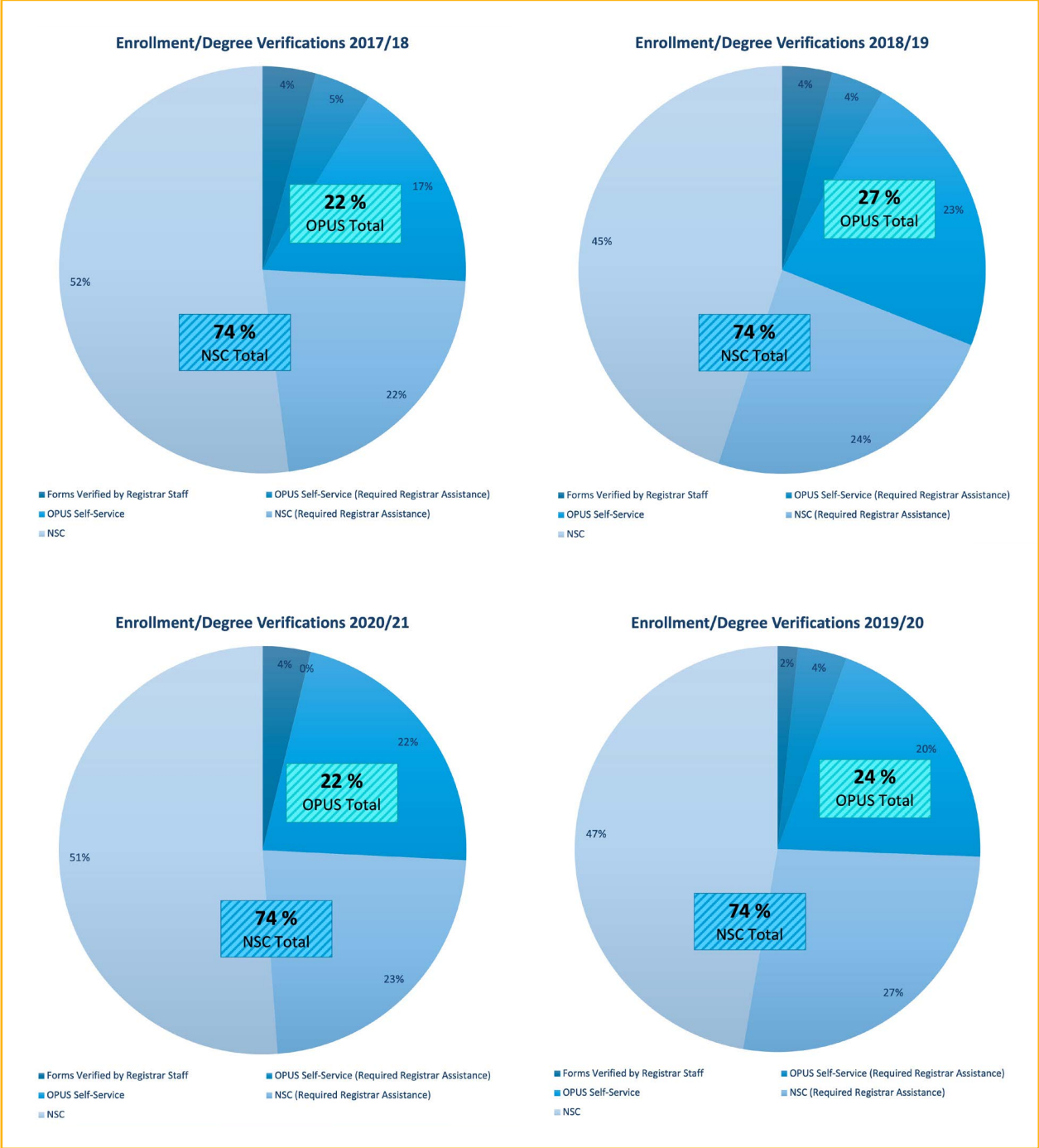
Transcripts *Processed*



The charts above display's the breakdown of the top destinations for both paper and PDF for the experience period 2016-17 through 2020-21.

Enrollment/Degree Verifications Processed

The charts below show the distribution of enrollment and degree verifications based on request source and staff involvement. The upward trend in NSC transaction indicate our increased optimization of verification services offered via the National Student Clearinghouse.



EMORY



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