RECORDS AND REGISTRATION

Presented By:

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University Registrar

Overview

The Office of Records and Registration maintains accurate records while ensuring the privacy and security of those records. Staff in the office provides registration assistance for new and continuing students, process a variety of forms necessary to facilitate enrollment-including, General Education and Major Substitution Requests, Petitions for Exception, CSU Intrasystem Program, grade changes, and Veteran Affairs Certification. In January of 2007, the Veteran's Information page was launched on the CSUCI website to provide resources for our students. Records Specialists provide official graduation checks and verify completion of degree requirements. In the Spring of 2003, three degrees were conferred. The 2005-2006 school year showed a rapid increase, with the number of graduates reaching 476. As of January 2007, the number of applicants for the 2006-2007 school year are 706 and growing.

Student Records Technology

Using Optical Character Recognition technology to read incoming transcripts of our top five feeder community colleges, the Document Imaging area has been able to load student courses beginning with the Fall 2006 transfer population. This will facilitate detail evaluation of transfer credit which began with Fall 2005 transfer students. This area also images files for use by Enrollment Services and the Office of Academic Advising, making student files accessible to staff electronically.

Degree Progress and Transfer Credit Reports

Transfer credit equivalency rules are built into my CSUCI by using articulation rules and other tools in order to reduce turn around for detail evaluation of transfer credit for students. Close to 33,000 external college courses have been built into CSUCI's student information system. Over 13,500 course equivalencies have been built for use in automating the process of evaluating student transcripts. The result of this technology allows students to receive a detailed evaluation of incoming courses and CSUCI equivalents.

Plans with Subplans Built for Degree Audit

These courses are placed into their degree progress report and a student is best able to understand how they are progressing to earning their chosen degree. In addition to helping students, it more effectively assists faculty and staff in advising students on their progress toward graduation and in meeting general education, major and graduation requirements. Degree progress reports and the Progress of Degree webpage are available as of December 2005. The webpage contains information on how to use, print and understand Degree Progress Reports, Quick What-If Reports, Course List What-If Reports, and Transfer Credit Reports.
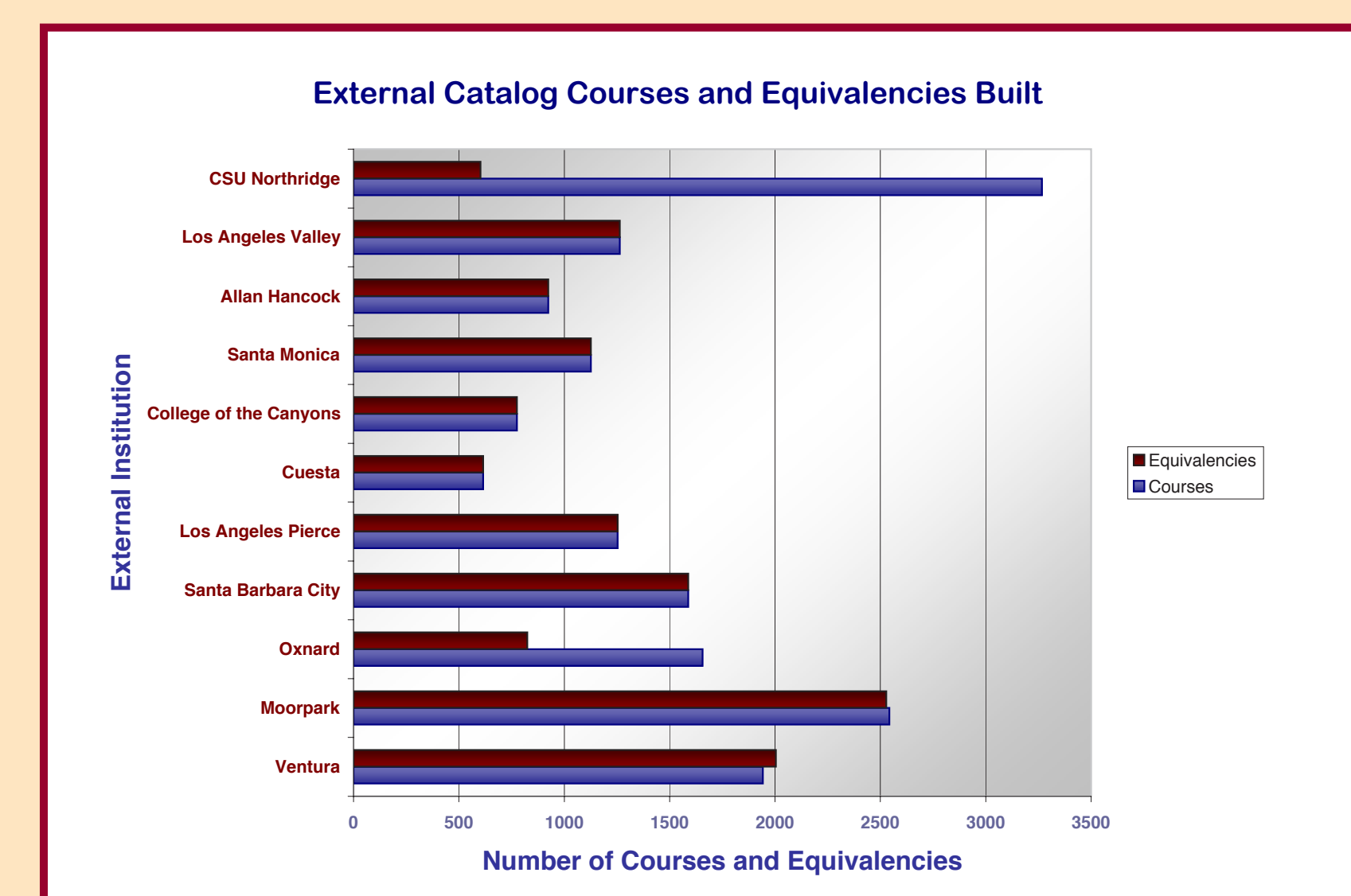
A Closer Look

CSUCI Graduates by Academic Year
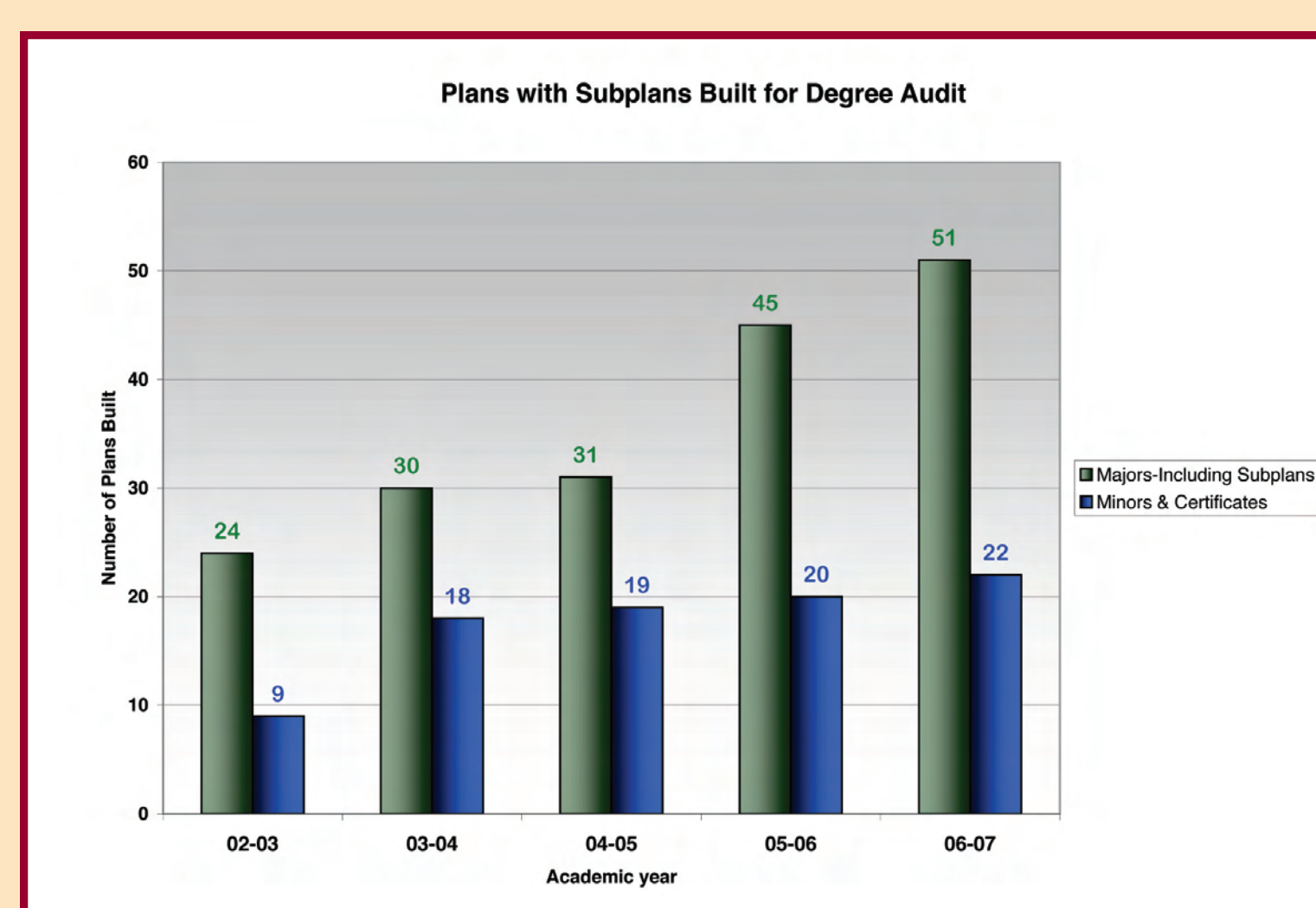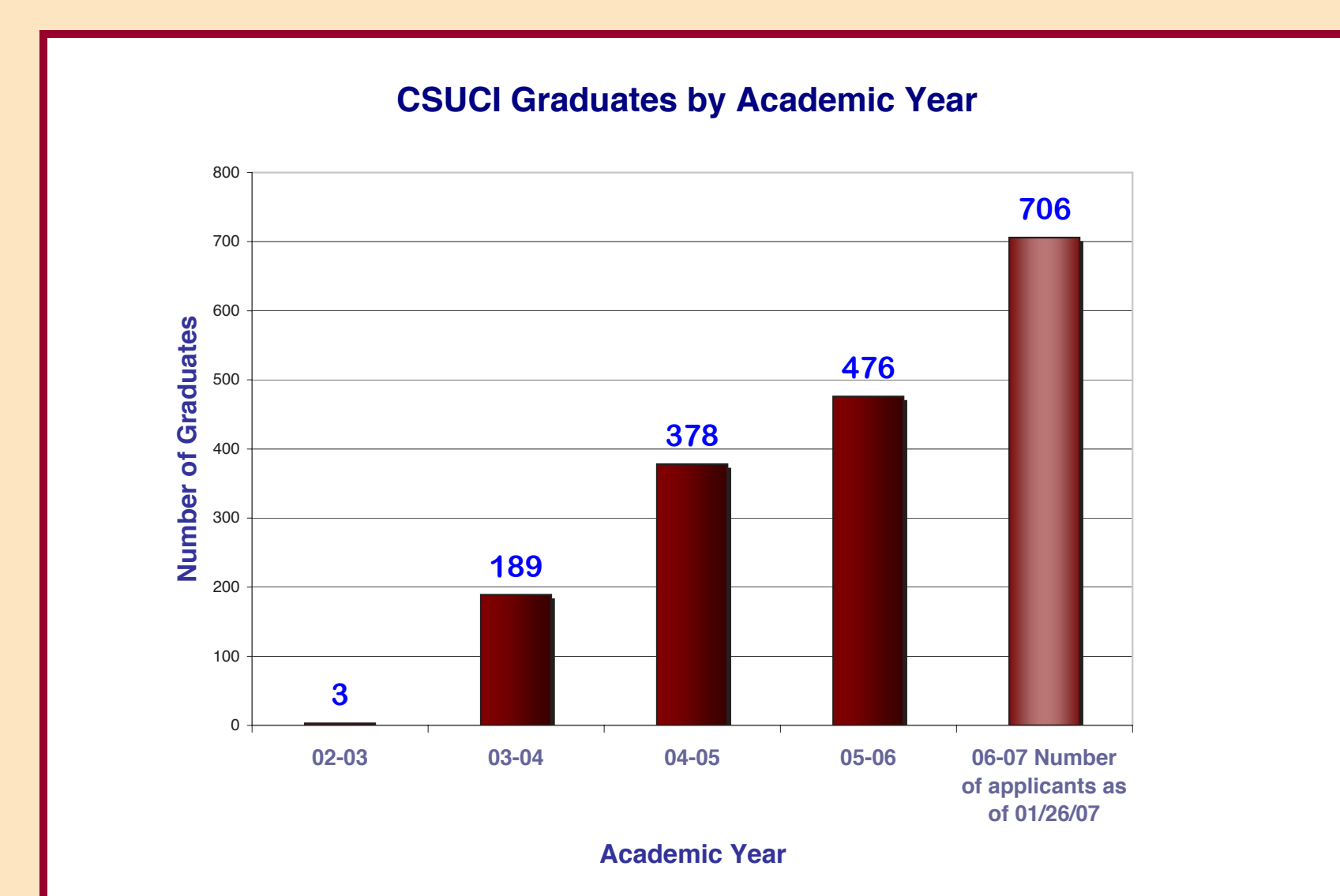
Graduation applications have increased each year by an average of 58%. Our largest applicant pool to date has exceeded 700.

Enrollment Counts
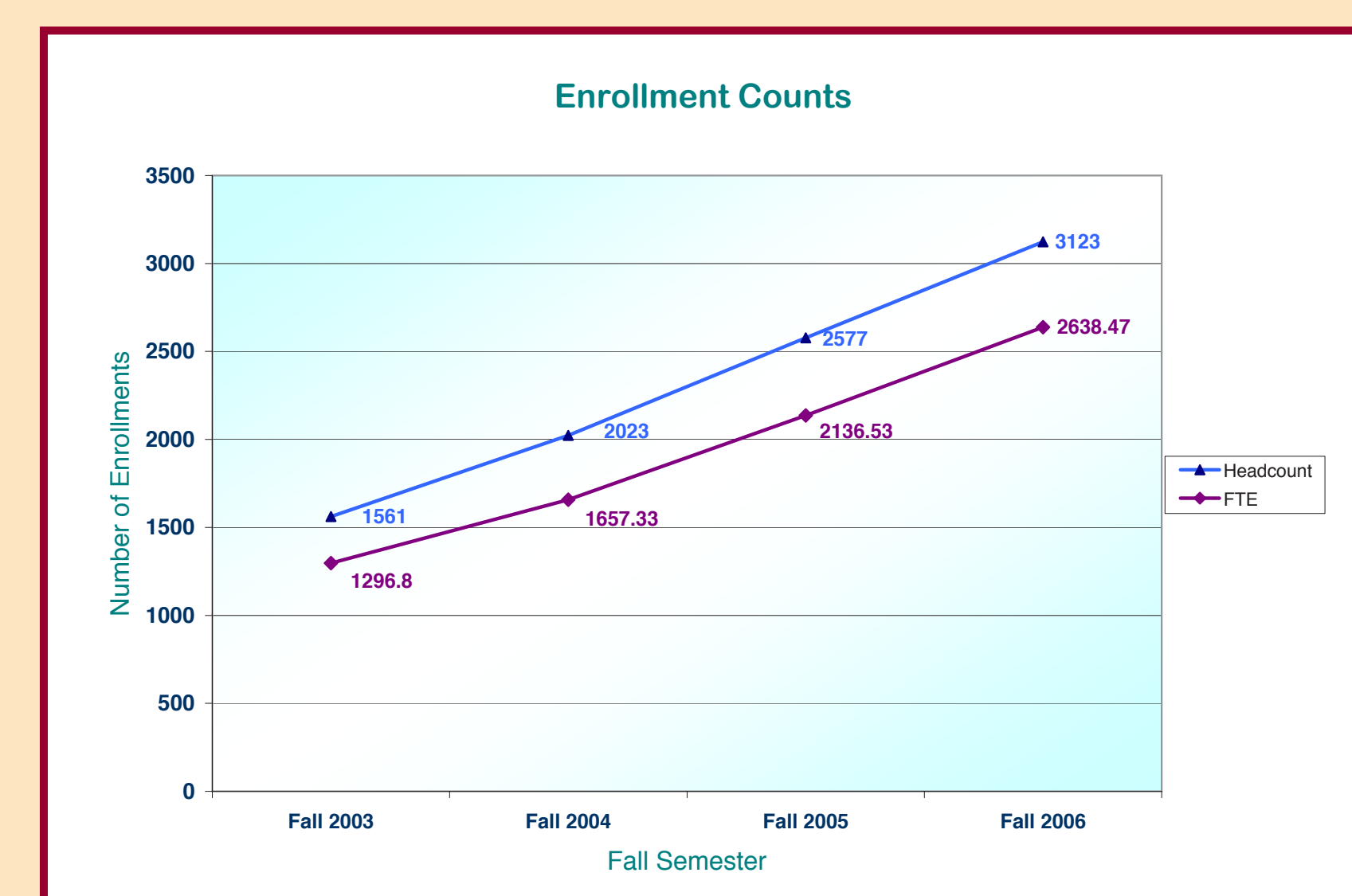
Enrollment has grown past a rate of 22% each year. Registration workshops held by staff for new students has increased to accommodate growth.

External Catalog Courses and Equivalencies Built

Close to 33,000 external college courses have been built into CSUCI's student information system. Over 13,500 course equivalencies have been built for use in automating the process of evaluating student transcripts.

- The number of degrees conferred has increased from three at the end of the inaugural year to 706 applicants in the 2006-2007 academic year to date (01/27/07).
- Progress of Degree Reports were made available December 2005 to undergraduate students, staff and faculty.
- Use of Optical Character Recognition Technology was launched in Fall 2006 and loading of courses on transcripts occurred for 676 transfer student files.