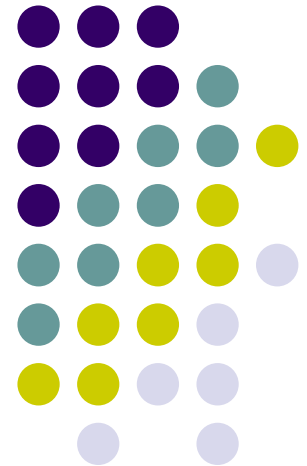


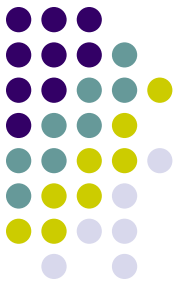
Best Practices of Small College Registrars Part I

Cherie R. Hatlem
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Topics for discussion:



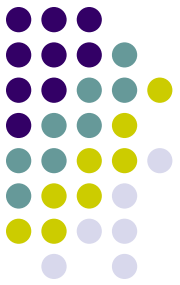
- Admission
- Printing Catalogs and Schedule of Classes
- FERPA
- Registration
- Student Communication



Admission

Admitting HS students prior to HS graduation:

- Allow to take summer courses as non-matriculated, special undergrads, guests.
- Receive credit on special package. When student matriculates or has graduated, credits earned moved to the undergraduate transcript.
- Institutional policy: say “no”, committee decision.
- Conditional admission with credit limit
- Might be financial aid considerations



Printing

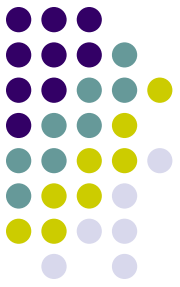
Schedules: March 2008 survey =
9 yes 13 no Where posted?

Catalogs: March 2008 survey =
12 yes 10 no

Office responsible: Registrar
 Dean

FERPA

Philosophy and Current Practice



- Withhold directory information –
“I have no information that I can give you.”
- Give students the opportunity to revise their decision for parental access at beginning of each semester.
- Once given, it is a blanket approval permitting any parent phone conversations to be held.
- Choose to release financial, academic, student development, combination?

FERPA

Philosophy and Current Practice



- Record in computer system? By report?
- Students submit form authorizing grades mailed to person specified.
- Online grades – parent access?
- Proxy accounts

FERPA

Philosophy and Current Practice



What if?

Education Department member has need to access non-directory information on students in the program. Is it a FERPA violation if the software grants access to this information for all students?

FERPA

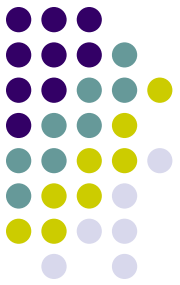
Philosophy and Current Practice



What if?

Nursing Department member has need to access specific piece of non-directory information on students in program. This information is on screen that includes non-directory information. Is it a FERPA violation to use this screen?

Registration



- Paper Forms:

 - Advisor Signature

 - Records office hand entry

- On-line:

 - How are permissions granted?

Student Communication



- Cell Phones

How much do they influence our work?

Survey of 568 responses (50% response rate):

Average of 11 calls per day

80% of calls between 6pm and midnight

Calls made to (rank order):

home, family, boy/girlfriend, friends

Student Communication

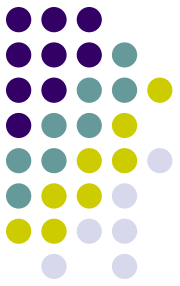


- Text messaging

Constantly communicating

During class, walking to class,
on a boat, they like it everywhere!

Student Communication



- Facebook, MySpace

Admissions, professors, administrators appearing on Facebook and MySpace.

Do we need to be there?

Student Communication



- Facebook, MySpace

Cell texting and Facebook/MySpace are replacing e-mail as most popular mode of communication.

Are you stalking your students?

Do you know what they are saying?

Fred H. Cate, Professor of Law and

Director of IU Center for Applied Cybersecurity Research

Indiana University at Bloomington

Thank You!



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