



Registrar Report

NEW FACULTY RESOURCE



I would like to take this opportunity to introduce myself. My name is Roy Simmons and was hired as University Registrar in October 2021. My goal is to have an open dialogue with faculty and students to improve services. The Office of the Registrar's dedicated team stands ready to assist our faculty and students. I am also available to meet with faculty individually or with departments.

Since my arrival, we have implemented many changes. In order to fulfill our mission of supporting the instructional goals of WVSU, the Office of the Registrar has created the Registrar Report newsletter. The newsletter is intended to provide faculty with the necessary resources and information. New issues will be drafted, placed on the web, and circulated to faculty periodically.

Additionally, the Office of the Registrar [webpage](#) has been redesigned to act as a more user-friendly resource for faculty and students. We ask faculty to please refer to these resources for the latest information and updates from the Office of the Registrar. If you have suggestions for topics or would like additional information, please contact the University Registrar at roy.simmons@wvstateu.edu.

QUICK UPDATES

- ◆ Degree Works (MyDegree@State) completed a major version update in the Fall semester. The version update was required by Ellucian;
- ◆ Proof of Attendance (POA) reporting process was updated by Financial Aid and the Office of the Registrar;
- ◆ Instructions for ordering transcripts have been revised on the National Student Clearinghouse website to assist students;
- ◆ For general processing or questions, please use the registration@wvstateu.edu email;

OFFICE OF THE REGISTRAR WEB MOVE

Please note the Registration and Records Webpage has been renamed the Office of the Registrar. The page can be found in the Academic Affairs section. The web has been redesigned with information including:

- Transcript ordering
- Student Forms
- Helpful Links
- Registration
- FERPA
- Transfer
- Graduation/Commencement
- Faculty Forms
- Contact Information



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NEW COMMENCEMENT WEBPAGE



The Commencement Page can be located at wvstateu.edu/academics/commencement.aspx. This page provides links for each graduation term (Fall, Spring, Summer). Contained within each link is the most up-to-date information on the application, graduation, and commencement process.

Each Commencement Term has information on:

1. Graduation Application, Requirements, & Policies;
2. Fees and Obligations;
3. Regalia;
4. Ceremony;
5. Rules & Policies.

Tips:

- Students should always refer to the commencement site for the latest information on the graduation application process first.
- Students order their own regalia to size during application process.

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GRADUATION EVALUATION PROCESS

The Office of the Registrar will conduct an initial review of the applications for graduation. Below is an outline of the process:

- A spreadsheet with the candidates is generated with notes on each student’s progress;
- A link to the spreadsheet will be sent to the Academic Deans, Chairs, and Administrative professionals;
- Each program is asked to review the list for missing applications, to assess if the students are on-track, and to provide any corrections or substitutions needed;
- The programs are asked to contact the Office of the Registrar to promptly to ensure each candidate is on-track.

ACADEMIC CALENDAR UPDATES

The Fall 2022, Spring 2023, and Summer 2023 academic calendars are available on the WVSU website at wvstateu.edu/academics/academic-calendar.aspx. Additionally, academic calendars and archive calendars can be located under the faculty tab on the web.



Please note, there are significant updates to the look and information contained in the academic calendar. The changes reflect new information and deadlines not contained in previous years. The most significant change involves the graduation application deadline.

Starting in the Fall, students will be required to apply for graduation the semester prior to graduation. This will allow advisors and the Office of the Registrar time to identify issues earlier so adjustments can be made for students to remain on-track. Additionally, this allows for the graduation application fee to be posted to the students’ account prior to the start of the semester to allow financial aid to assist with the fee. As a result of the change, this Fall semester has a graduation application deadline for Fall and another deadline for Spring. The Spring Semester will contain the graduation application deadline for the following Fall.

In addition to the new graduation application deadline, please note some other important changes and deadlines in the 2022-2023 Academic Calendar below:

POA Reporting, Registration Celebration, and "I" Deadlines/Dates Added	Graduation Application, Changing Majors, and Audit & Pass/Fail Deadlines Changed
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FERPA BASICS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Below is helpful information to ensure West Virginia State University stays in compliance with the federal act.



Where to Find:

- MyDegree@State (Degree Works Student Worksheet at top).

Advanced search

Level 01 - Undergraduate Level Classification Junior Major Bus Admin / Accounting - ONLINE Program Business Admin / Accounting - ONLINE
College UG - Coll of Bus & Soc Science Advisor DAY, MEKHIA | Email: mekhia.day@wvstateu.edu Hold(s) 0, Please review the hold screen in MyState Account for details
FERPA/Comments Roy W. Simmons, Godfather has access to all Records, PIN 12345

The Essence:

- Federal law designed to protect the privacy of educational records. It also provides guidelines for appropriately using and releasing student education records.
- It is intended that students' rights be broadly defined and applied. Therefore, consider the student as the "owner" of his or her education record, and the institution as the "custodian" of that record.

Basic Rights of Students under the Act:

- Be notified of their FERPA rights at least annually.
- Inspection and review of their records.
- Amend an incorrect record.
- Consent to disclosure (with exceptions).
- Right to file a complaint.

Disclosure of Educational Record Information:

- Institutions shall obtain written consent from students before disclosing any personally identifiable information from their education record.

General Reminders:

- Always check for and use PINs.
- Never post grades, sign-in sheets, etc. with A#s or personally identifiable information.
- Physical drop boxes for assignments are a bad idea.
- Electronic communication with students must be to and from WV State email accounts, verified email accounts, or via the student learning management system.
- Picture IDs should be required to pick up transcripts, schedules, etc.

REMEMBER:

- If in doubt, don't disclose information. This includes information to parents.
- Contact the Office of the Registrar with questions or requests for information.

D/F REPEAT PROCESS

The Office of the Registrar, as part of the end of semester closeout, checks for repeated coursework. The Office of the Registrar will automatically apply repeat exclusions to any F grade repeated per West Virginia Higher Education Policy Commission Series 22. D grades will be repeated, if the second attempt is a D or higher. Any student or faculty member wishing to inquire about D/F repeat or Academic Forgiveness, should contact the Office of the Registrar.

FERPA FORM UPDATED

Beginning Spring 2022, the FERPA form has been updated to add a PIN. If a PIN is included in the student's FERPA release, faculty should confirm the PIN prior to speaking to the person named on the release. If the person does not know the PIN on file, no information should be released.

UPDATED FORMS

The Office of the Registrar maintains the most up-to-date forms on the website. Many forms have undergone significant changes over the past few months. Additionally, the Office continues update forms to digital format.

Tips about forms:

- Unofficial or modified forms will not be accepted;
- Older versions of forms should be discarded immediately;
- All appropriate signatures must be obtained prior to submission;
- Forms can be submitted online or to registration@wvstateu.edu.

WHY DO SOME COURSE TITLES START WITH A TILDE OR CARAT?

Starting in the Spring Semester of 2022, some courses in BANNER were marked with a ~ or ^ in the title. The WV Higher Education Policy Commission as part of Core Coursework Transfer Agreement requires courses be marked accordingly. The tilde (~) indicates the course is listed on the Core Coursework Transfer Agreement and will meet the general education requirements of any public college or university in West Virginia. Additionally, institutions are to brand approved courses with a carat (^) to travel on the transcript for identification as a course equivalency.

ROUNDTABLE WITH THE REGISTRAR

The Office of the Registrar is committed to utilizing best practices and striving for continual improvement. To accomplish this, the University Registrar, Roy Simmons, is available to meet with the Faculty Senate, Academic Deans, Academic Departments, or with individual faculty members to discuss concerns or ideas. The meetings can take place in person or via Zoom. To request a meeting please email:

roy.simmons@wvstateu.edu.

MISSING, Q, I, & UNGRADED SECTIONS

During an audit of the BANNER database, it was discovered there were many missing individual grades, Q grades, unresolved incomplete grades, and ungraded sections from past semesters. These unresolved issues dated from Summer 1990 through Summer 2021. With the help of the faculty, of the almost 2000 unresolved issues, only eight remain unresolved. I appreciate everyone's efforts and cooperation on this project.

In order to ensure these unresolved grading issues do not accumulate in the future, the end of semester processes now include searching for grading issues. The Office of the Registrar will contact faculty on a regular basis for any discrepancies or question regarding grades. This will include reminders about outstanding incomplete grades from previous semesters. Together we can keep the database clean and eliminate issues for students who transfer to another institution.

REGISTER NOW WEBPAGE

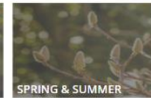
The Office of the Registrar has implemented a new "Register Now" webpage to provide a one-stop resource for information regarding advising and registering for classes. The page can be located on the Office of the Registrar webpage or directly at wvstateu.edu/academics/register-now.aspx. Below are a few of the topics highlighted on the page:

- Important dates;
- Advising steps;
- Registration Information;
- Class schedule link;
- Additional information about holds, closed courses, prerequisite issues, and registration PIN reset;
- Quick links.

REGISTER NOW

Below you can click on the applicable registration term boxes for more information on getting enrolled for your next term.

Summer course schedule offerings and open registration are now simultaneously with Spring course schedules and open registration.



NON-TRADITIONAL CREDIT MATRIX

During this academic year, the Office of the Registrar will be sending information on various sources of non-traditional credit for the academic departments to review. The goal is to provide an updated listing of courses that articulate into WVSU credit. Some of the non-traditional sources to be reviewed include Advanced Placement, CLEP, Straighterline, Sophia, Coursera, etc.

As each of the reviews are completed and approved by the Dean's Council, a table will be placed on web with the appropriate articulation information. Additionally, the Banner transfer catalogs will be updated appropriately to ensure future articulation matches the online resource.

MEET THE STAFF

The Office the Registrar strives for excellence and is dedicated to quality customer service. We are continually working to innovate our services to better serve faculty and students. Our goal is to effectively support our students and community, while maintaining the academic integrity of the institution. In order to meet our mission, the Office employs highly trained professionals with many years of customer services and higher education experience. Please meet our team below:

 <p>Amneh Katrib Records Assistant III</p>	<p>Amneh Katrib is originally from Syria. She started as a student worker in the Office of the Registrar</p>
 <p>Denise Johnson Records Assistant III</p>	<p>Denise Johnson has worked in the Office of the Registrar for many years as a Records Assistant. She enjoys helping students, faculty, and staff at West Virginia State University.</p>
 <p>Thom Conner III Certification Analyst</p>	<p>Thom Conner, US Army Veteran. served 3 years in Europe. He has 16 years of experience in juvenile corrections as a Correctional Counselor and Corrections Case Manager. Mr. Conner started in Higher Education in 2010 as an adjunct professor then came on board fulltime in 2015 with BridgeValley CTC as an Admissions Counselor. He was promoted to Director of Admissions in 2019. In April 2022, He transitioned to WVSU as the Veteran's Certification Analyst. Thom earned a M.A. in Leadership Studies at Marshall University and a B.S. in Health Sciences at WV State University.</p>
 <p>Wendy Taylor Associate Registrar</p>	<p>Mrs. Taylor has served the university for the past 5 years in various roles, including: adjunct faculty, technology development/volunteer for Outreach, Veterans Certifying Official, and now is currently in her 3rd year as Associate Registrar. She enjoys studying and developing cross-departmental interoperability of records through emerging technologies. Wendy earned a M.A. in Media Studies and B.A. in English/Professional Writing at WV State University.</p>
 <p>Roy W. Simmons University Registrar</p>	<p>In his 25 years in higher education, Mr. Simmons has served in various roles including, admissions director, registrar, director of enrollment management, associate vice president for enrollment, and interim vice president for student affairs. He has served as registrar in West Virginia and internationally. He earned an Ed.S. in Higher Education Leadership and a M.A. in Counseling at Marshall University and a B.A. in Psychology at WV State University.</p>

CONTACT US

For general inquiries related to functions or services of the Office of the Registrar, please contact us via email at registration@wvstateu.edu.

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