



# COLLABORATION BETWEEN THE OFFICES OF THE REGISTRAR AND ADMISSIONS

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From post May 1<sup>st</sup> up to the First day of classes and through Drop/Add

# Presenters from Wentworth Institute of Technology

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# Agenda

- Cancellations
  - How does it impact each office?
- Outreach Activities
  - Missing High School Transcripts
  - Transfer Student Registration
- Resources
- Q&A

# Cancellation Activity and why it's important

- To participate in any Title IV program, a school must demonstrate that it is administratively capable of managing its basic operations.
- Administrative capability: The ability a school must demonstrate in providing the education it promises and properly managing the Title IV federal student aid (FSA) programs.
- Managing the program properly is a **school-wide** responsibility, so all offices at a school must work together to ensure successful program management.
- Cooperation, collaboration and communication between all departments is needed to ensure successful program delivery.

# Cancellation Processing

- Cancellation before add/drop
  - Admissions informs (Registrar, Student Financial Services, Financial Aid and Housing)
  - After Admissions, Financial Aid, Housing and Student Financial Services complete their cancellation process the Registrar's office removes the course and SGSTDN recored.
- Cancellation during add/drop
  - Admissions informs (Registrar, Student Financial Services, Financial Aid, and Housing)
  - After Admissions, Financial Aid, Housing and Student Financial Services complete their cancellation the Registrar staff is notified, courses are removed along with SGASTDN. However if the students have Title IV Aid, the Financial Aid Office will inform the Registrar's Office of the withdrawal date to be used and the status is reported to NSC and NSLDS.



# Outreach Efforts

- Outreach to student who do not attend New Student Orientation
  - In June, if a student who registered for NSO and did not attend, the list is sent to Admissions from the office of New Student Programs (27 students)
    - July 17 – Executive Director of Admissions sends email to student and parent
    - August 1 – Executive Director sends a letter giving student until August 11<sup>th</sup> to reply
    - August 11 – students are cancelled
- Outreach to students who do not open their Tuition bill email
  - July 20 – Director of Student Financial Services sends list of these student to Admissions
  - Admissions Counselors TEXT the student
  - August 1 – the Student Service Reps. Call the student's home phone

# Missing Final High School Transcript

- Outreach activity for Fall 2017
  - **August 29<sup>th</sup>** - 24 students are missing final high transcripts on New Student Move In Day.
  - **September 13<sup>th</sup>** – 14 missing final high school transcripts
  - **October 30<sup>th</sup>** – 5 holds placed due to missing final high school transcripts
    - This keeps student from seeing their midterm grades and will stop them from registering for Spring semester.

To: «LastName», «FirstName» W-ID: «WID»	
Reminder: The Admissions Office has not yet received your final high school transcript. This document is required in order to finalize your enrollment. Until this document is received, a registration hold will be placed on your account for the <i>Spring 2016</i> semester.	
Please acknowledge with your signature:	
_____	_____
Signature	Date
To: «LastName», «FirstName» W-ID: «WID»	
Reminder: The Admissions Office has not yet received your final high school transcript. This document is required in order to finalize your enrollment. Until this document is received, a registration hold will be placed on your account for the <i>Spring 2016</i> semester.	
Final high school transcripts can be sent to the following address:	
Wentworth Admissions 550 Huntington Ave Boston, MA 02115	
Thank you, Wentworth Admissions	



# Transfer Students /Registration

- Guiding new transfer student from initial contact to registration
- Assisting with building schedules
- Working with academic departments to ensure accurate registration
- Admissions and Registrar Offices work together to facilitate transfer credit evaluation

# Transfer Continued ...

- Admissions will review and admit applicant. Fields in Radius will be used to track applicants sent to the Registrar for a credit evaluation. This report is cumulative and admitted student information will stay on the report until the evaluation is completed. Only when the “Completed” field above is date-stamped will the student be removed from the report.
- REGISTAR will access transcripts on Image Silo. Admissions will be responsible for ensuring transcripts are properly indexed and include the transfer college name.
- REGISTRAR will complete evaluation and upload completed evaluation form to Image Silo. Documents will be indexed with one of the following Document Types:
  - TREVAL-ITE (Initial Transfer Evaluation)
  - TREVAL-UTE (Updated Transfer Evaluation)
  - TREVAL-FTE (Final Transfer Evaluation)
- Admissions will run a report daily to find newly uploaded Transfer Credit Evaluations.
- Admission will date-stamp the Radius “TE Complete” field to indicate the evaluation is complete. This will remove the student from the daily report sent to the Registrar.
- Admissions will also update the TREVAL stage to indicate the most recent evaluation that has been sent.
- The same process will be followed if new or updated transcripts are submitted.

# Resources

- Admissions
  - IFAP.ed.gov
  - NEACAC [neacac.org](http://neacac.org)
  - NACAC [nacacnet.org](http://nacacnet.org)
- Registrar
  - NEACRO [neacrao.org](http://neacrao.org)
  - AACRAO [aacrao.org](http://aacrao.org)
  - NSC [studentclearinghouse.org](http://studentclearinghouse.org)
  - Ellucian Client Support [ellucian.com](http://ellucian.com)
  - NSLDS Enrollment reporting guide:  
[ifap.ed.gov/nsldsmaterials/attachments/NewNSLDSEnrollmentReportingGuide.pdf](http://ifap.ed.gov/nsldsmaterials/attachments/NewNSLDSEnrollmentReportingGuide.pdf)
  - IFAP.ed.gov
  - NACAC [nacacnet.org](http://nacacnet.org)

PLEASE FILL OUT THE SESSION  
EVALUATAION

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**[neacrao.org/feedback/](https://neacrao.org/feedback/)**