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Office of the University Registrar

E-mail Announcement

Date: September 19, 2011
To: Assistant Deans and Associate Deans
From: Debra Benton, University Registrar
Subject: Meetings with Faculty

Dear Colleagues,

As we prepare for winter priority registration I want to offer the opportunity for you to have me or another registrar staff member attend any faculty meetings to review the Faculty & Advising Center. If you already have a faculty meeting scheduled and can spare a few minutes (15 or so) we'd be happy to do a demonstration of the Faculty & Advising Center and answer any questions you or your colleagues may have about our services. The focus of this would be on releasing students to register and a review of information available in the Faculty & Advising Center. Feel free to make your department chairs/school directors aware of this offer if they would prefer someone to come to their department/school meeting. Please contact Yvonne Nice to schedule a time (nice@ohio.edu or 740-593-4213).

I'd also like an opportunity to meet with department administrators and college staff to provide training on how data in the Faculty & Advising Center can be used for generating lists of students for a variety of needs. The focus of this would be on downloading data to Excel and manipulating the data within Excel. Please contact Yvonne Nice to schedule a time (nice@ohio.edu or 740-593-4213).

Best regards,
Debra Benton