

# The Inside *OUt*

News From The Office of the University Registrar

Spring/Summer 2003

Volume XI Issue 3

Ohio University

## First DARS upgrade in 10 years a success

When students saw their advisors for Spring Quarter academic advising, many noticed big changes to the appearance of their Degree Audit Reporting System (DARS) reports. However, the recent DARS upgrade entailed more than boldfaced headings and new fonts.

"We have wanted this for a number of years," said Assistant Registrar for DARS and Technical Support Bob DeLong. He and University Registrar Debra Benton helped implement the University's original DARS program in the early 90s. The two have since attended several DARS programmer and user conferences, allowing them to remain informed about software progress.

DARS was last upgraded in 1993. The current upgrade was implemented during Winter Quarter 2003 with few problems. "It was a huge success," Benton said. "Under Bob's leadership, the team did a great job upgrading DARS and making the improve-

ments that we have been wanting."

John Croucher, a programmer/analyst for Computer Services, was the primary programmer for the upgrade and is responsible for DARS technical support. "I was impressed with John's enthusiasm



Andy Flinn, Bob DeLong, and Laurie Zucker implemented the Degree Audit Reporting System upgrade.

for the project and his persistence in solving problems," DeLong said. "He takes pride in his work, and he deserves a lot of credit for the success of the upgrade."

Degree Audit System Analyst Laurie Zucker spent hours reviewing code to identify potential problems. From these problems, the DARS team was able to troubleshoot and predict what additional problems would likely occur.

"It was an amazing learning process to go from the initial run, which was fraught with problems, to the final run, where there were virtually no discrepancies. It really showed how we worked through problems," Zucker said. She said she was also fascinated to see the meticulous planning and orchestration of the project.

Degree Audit System Analyst Andy Flinn also reviewed code, put together training documents for using the new screens and processing academic exceptions, and conducted group and individual training sessions with users of the system.

"Andy did an excellent job providing detailed user documentation that is very user friendly," DeLong said.

Among the many improvements, DARS screens were redesigned to add functionality and ease of use. Campus users did not have to learn to use a new system because all student-related data continues to reside in the Student Information System. This information is seamlessly passed to DARS when the user requests a DARS report.

To the Registrar's Office, a major advantage has been the graphical user interface (GUI) now available for creating and maintaining

*DARS cont. on next page*



**John Croucher**, Programmer/Analyst in Computer Services was in charge of programming the new DARS upgrade before being called to serve in the recent war effort. John is in the United States Naval Reserve Construction Battalion Unit, also known as the "Seabees." He was called to action in March, and has been serving in Rota, Spain.

### Inside This Issue

Registrar's Corner.....	2
AACRAO Conference.....	3
Screen Highlights.....	4
AFROTC.....	5
Mary Ann Fowler Retires.....	6
Nancy Kasler Retires.....	6
News Blurbs.....	7
Student Employee Graduates.....	7
Imaging Project Update.....	8



## Registrar's Corner



**University Registrar  
Debra Benton**

Hello! Guess what? Again, I'm dedicating this corner to retirees. I'll be happy when I can write about something other than retirements. Not that I don't think they deserve it, but it's sad to lose such knowledgeable staff with so many years of experience. In the past quarter we've lost two long-term, dedicated employees—Nancy Kasler and Mary Ann Fowler. Combined,

they represent over 67 years of service to Ohio University.

Nancy was our scheduling supervisor. She knew every classroom and its capacity and whether it was scheduled or not! Nancy worked closely with all the departments on campus and developed many great friendships through the years. I'm very happy that Nancy decided to finally take some time for herself. We miss her dearly and wish her the best of luck on her well-deserved retirement. Thanks, Nancy, for the wonderful years of service you have given not only to the Registrar's Office but also to the University community.

Mary Ann was our transcript supervisor. She knew our records inside out and never had a problem locating a record no matter how old it was. Mary Ann did an exemplary job in making sure our records were orderly and that transcripts were processed in a timely fashion. She also directed our imaging project for imaging our 200,000 hard copy records. We'd like to have seen her stay until that was completed ☺, but understand her desire to retire and enjoy life with her husband, Delton, and dog, Sophie. Thank you, Mary Ann, for the valuable service you provided to our alumni and us.

Both Nancy and Mary Ann were dedicated employees on whom I could depend. They knew their jobs and knew them well. I think I can speak for the entire staff when I say how thankful we are for their years of service and we wish them the best of luck on their retirements. Thank you Nancy and Mary Ann! ✨

*DARS cont. from page 1*

program code. The GUI presents the academic program rules in logical groupings that are intuitive to the trained user. In addition to reducing the amount of time required to learn to use the system, it provides many features that make data entry easier. The previous text-based system was difficult to use and limited the user to editing code one line at a time. The office also has more control over features, which reduces reliance upon the programmer.

To users, advantages are also numerous. Requirements can be presented in a less complicated format, and the addition of new fonts and contrast made DARS reports easier to read. Also, DARS reports can now show if a course has been renumbered, which reduces confusion for students and their advisors.

Steve Orth, student services specialist in the College of Communication, uses DARS daily. "The upgrade is a big improvement. I particularly like the changes related to handling repeatable classes," he said. "I've also found the new web page that lists all the subrequirements for each major code to be very helpful as a quick reference guide."

Margaret Goodwin, assistant dean of the College of Health and Human Services, said the upgrade has not only made DARS reports easier to read, but it has also saved time and added flexibility.

"In regard to degree program exceptions, the upgrade has shortened processing time by providing the ability to print reports that include programming information that is necessary

*DARS cont. on next page*

*The Inside OU* is on the Web at  
[www.ohiou.edu/registrar/pubs.htm](http://www.ohiou.edu/registrar/pubs.htm)

## The Inside OU

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**The Inside OU** is a publication created by the student newsletter coordinators of the Ohio University Office of the University Registrar. It is distributed to all academic and administrative departments, regional campuses, OACRAO, and other selected individuals and organizations.

If you have any comments, questions, or suggestions for future issues of **The Inside OU**, please call Administrative Coordinator Yvonne Nice at 740-593-4213.

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# Ohio University administrators present session at annual AACRAO convention

Amid the cherry blossoms, the 89<sup>th</sup> annual convention of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) was held April 6-9, 2003, in Washington, D.C.

Assistant Registrar for Operations and Special Projects Jane Pidcock, along with Computer Services Project Leader Tom Perry and Senior Systems Analyst Matt Cassady, presented a session, "Eliminate the Lines — Apply Online."

The three combined their skills to present both technical and user information about Ohio University's online graduation application process.

Pidcock said the presentation went well. Attendees were entertained by an opening of PowerPoint slides highlighting the University, followed

by a quiz about its content. Prizes were given to those who remembered the answers. Also new this year, CD-ROMs containing the information presented were given out in place of handouts, increasing the amount of take-away information.

She also enjoyed a business gathering for members of the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO) and other helpful sessions including a user

session concerning services offered by Credentials Inc., a company the University contracts with to verify enrollment and degrees, and a session about developing an online grade submission application for faculty members.

"The sessions are helpful in planning for the future," she said. "I learned a lot." Pidcock said she also enjoyed seeing new student systems products displayed by vendors at the conference.

She attended the plenary session, in which James Carville, former President Bill Clinton's campaign manager, spoke. Carville, a world-renowned political consultant, is known for steering underdog candidates to unanticipated landslide victories.

While in Washington, D.C., Pidcock also visited the Cherry Blossom Festival and several



**Jane Pidcock, Tom Perry, and Matt Cassady presented a session, "Eliminate the Lines - Apply Online" at the AACRAO meeting.**

monuments and rode the Metro.

The AACRAO annual conference is held to allow college administrators to share information and ideas about trends, policies, and other important topics affecting higher education professionals. Attendees can participate in more than 250 workshops, sessions, and roundtables. Next year's conference will be held in Las Vegas, Nevada. ☼

## *DARS cont. from page 2*

for input," Goodwin said. "There were several limitations in the previous program, and some of the situations that couldn't be handled before now can be accommodated as a result of the upgrade."

The upgrade was implemented at minimal cost to the University. "The support staff from the DARS Project at Miami University, which developed the DARS system, was very helpful to us throughout the entire upgrade process," said DeLong.

In the future, the team hopes to make DARS available on the Web. The team also plans to make all undergraduate programs available through the Course Applicability System, which is a network of institutions that provide information about degrees and transfers to students. ☼



## REMINDER:



All students should be encouraged to activate and/or forward their Oak accounts online at

[www.cns.ohiou.edu/email/index.html](http://www.cns.ohiou.edu/email/index.html)

# ZADD & NAME Screen Highlights

## Student Information System

FUNCTION:		** NAME AND ADDRESS **		02/05/03		RGMM P045 0 ZADD	
H-	ID/SSN.....= P123578921	012345762	FORMER-SSN.....: Y	IMA	GOOD		
	NAME (L/F/M): STUDENT						
	FORMER-NAME.: N	PREFIX.:	SUFFIX:	DOB: 1966/06/17			
	GENDER.....: F	OFFLINE: N	SOUNDX: M263	PIN: 2234 ****			
	DIR-RELEASE.: Y	ARCHIVE:	D-FLAG: N	DOD:			
	ADDR FROM-DATE	ADDRESS		BLDG	ROOM		
	TYPE TO-DATE	PHONE-DAY/NIGHT	ST	CTRY	ADDR-FLAG		
	=====	-----					
01-	LO 2001/12/10	124 COURT ST					
	9999/12/31						
		ATHENS	OH	45701	000	Y	
					OFFL	1993/09/08	
02-	PM 2001/12/11	425 HILLSBOROUGH ST					
	9999/12/31						
		COLUMBUS	OH	42195	000	Y	
					OFFL	1993/09/08	

Except for the function line, ZADD & NAME are identical screens, but are used for different processes:

ZADD is used to update addresses

NAME is a view-only screen

When an admission application is entered into the Student Information System (SIS) the NAME and ADDRESS screen is automatically created. This screen displays names, addresses, and other relevant information about the student. Several types of addresses are stored in SIS such as local, permanent, billing, diploma, etc. Most SIS users can view this information on the SIS NAME screen and some SIS users have access to update addresses on the SIS ZADD screen.

To view the data stored on the SIS NAME table the user should type "S" or "INQ" on the FUNCTION: line and then tab to ID/SSN: and type in either the Person Identification Number (ID) or tab then enter the Social Security Number (SSN) and then press enter. The Registrar's Office processes all changes to the pertinent data stored on the top portion of the screen. Before a change can be made to this information copies of appropriate documentation must be given to the Registrar's Office.

The top portion of the SIS-NAME screen includes the following data: Person-ID/ SSN; FORMER-SSN flag that is defaulted to "Y" is used during the social security number change process to write the FORMER-SSN to the SIS-IDEN table. The NAME field displays the last, first, and middle name of the student. The FORMER-NAME flag that is defaulted to "N" is used during the name change process to write the former name to the SIS AKAN table. If the student designated a name PREFIX and/or name SUFFIX the information would be displayed in the appropriate field. The DOB field contains the student's date of birth and the student's GENDER is displayed. The Yes/No flag in the OFFLINE field indicates if the student record is stored in the imaging system. The SOUNDX field is a phonetic reduction of the name assigned by SIS and is used during a name search. The PIN/PIN2 field contains the PIN (RAC number) used during

the registration process. The PIN2 field is currently not used by Ohio University. The DIR-RELEASE field displays a Yes/No flag indicating if student directory information may be released. The D-Flag field is a Yes/No field indicating if the person is deceased, and if deceased, the DOD field displays the deceased date.

The bottom half of the SIS NAME screen displays all of the addresses (active and inactive) on file for the student. The ADDR TYPE field indicates if the address is local (LO), permanent (PM), etc. The FROM-DATE TO-DATE field indicates when the address begins and when it is no longer valid. Generally the TO-DATE field is 9999/12/31. The student's ADDRESS; PHONE-DAY/NIGHT; ST (state); ZIP-CODE; BLDG (building) code; and ROOM code are displayed. The BLDG and ROOM fields are used by the Housing Office to indicate the residence hall and room number of the student. The CTRY (country) code is listed for a particular address type. The ADDR/FLAG is a Yes/No flag that indicates if the address is valid.

In order to give multiple offices the ability to update student addresses, the Registrar's Office requested that Computer Services clone the SIS NAME screen and create the SIS ZADD screen. The SIS ZADD screen displays the same information as the SIS NAME screen but was designed to allow only updates to the address and phone number fields, thus protecting other pertinent data from being updated.

To change an address and/or phone number, the user would simply type "S" on the function line and tab to either PIDN field or SSN field to retrieve the appropriate person. Then type "C" on the function line, tab to the appropriate address field(s), type the correct information, and press the enter key. Once the update has been completed, a SCREEN PROCESSED message will appear at the bottom of the screen. ☺



# Air Force ROTC: Preparing future leaders

With diverse backgrounds and nearly a century of combined domestic and international experience, the five cadre (faculty and staff) of Air Force Reserve Officer's Training Corps (AFROTC) Detachment 650 prepare the future leaders of the Air Force and teach them that the Air Force is more than just flying planes.

Located in Lindley Hall, AFROTC is designed to develop the attitudes and skills required of Air Force officers through a comprehensive curriculum in aerospace studies, which is just a part of a student's undergraduate college education. More than 1,400 graduates have been commissioned from the detachment, which was one of the first AFROTC programs established by Dwight D. Eisenhower after World War II.

To become a part of the AFROTC cadre at Ohio University, officers must have a master's degree and be approved first by the Air Force and then by the University. They participate in an intensive five-week training program to prepare them for teaching and administering the AFROTC detachment to which they are assigned.

"I volunteered for AFROTC because, like many officers who do, we want to give something back to the Air Force," said Lieutenant Colonel Bryan Neuhaus, department head of Aerospace Studies and current commander of the University's AFROTC program. "By 'raising' future officers, I feel I've contributed to the future of the Air Force as an institution, to this country, and to the Air Force family I've come to know."

Because the cadre are still on active duty, they spend only three years administering the AFROTC program. This ensures that cadets (students) are instructed by officers with fresh knowledge and experience.

While AFROTC instructors hold full rank of professor or assistant professor, they are paid by the Air Force, not the University. Also, the cadre cannot participate in some University functions, such as Faculty Senate. Three officers, two non-commissioned officers, and one civilian secretary administer the AFROTC program at Detachment 650.

Although the cadre teach several courses about Air Force basics, flight history, policy, and leadership and communication skills, they spend considerably more time mentoring and making sure cadets are fully qualified and prepared for careers in the Air Force, including placing an emphasis on a cadet's academic performance, physical fitness, and character. Cadre also work with students to choose their Air Force careers and where they would like to be stationed upon graduation.

Students do not have to be in the AFROTC program to take the courses. However, most students enrolled in AFROTC coursework decide to pursue a commission through the program. AFROTC does not offer a degree, but rather a career in which graduates can use their degrees. Many cadets receive scholarships and stipends to supplement their education-related expenses.

Cadets participate in activities outside the classroom, including trips to Air Force bases, paintball, leadership activities, and labs that teach military skills such as map reading and marching.

"We want to give the students as much exposure as possible so they can make an informed decision about joining the Air Force," said Neuhaus.

"It's a rewarding experience to see cadets develop into officers," Neuhaus said. "The culmination point [in which cadets receive gold bars and become commissioned officers] is the best part." ✨



## Detachment 650 Cadre

From left to right:

➔ **Lieutenant Colonel Bryan K. Neuhaus** is department head of Aerospace Studies, professor of aerospace studies, and current commander of the University's AFROTC program.

➔ **Major Matthew H. Berent** is an assistant professor of aerospace studies, instructs the senior level AFROTC courses, and is the Detachment's unit admissions officer.

➔ **Captain David O. Dernier** is an assistant professor of aerospace studies and the commandant of cadets. A personnel officer in the Air Force, he instructs the junior level AFROTC courses.

➔ **Technical Sergeant Danette "Dee" L. Griffin** is the non-commissioned officer in charge of information management. Her responsibilities include administering the Air Force Qualification Test, maintaining office records, processing leaves and managing unit funds.

➔ **Staff Sergeant Scott Lee** is the non-commissioned officer in charge of personnel, including all cadet pay and personnel actions.

➔ **Amy Troiano** is the Detachment 650 secretary. She ensures that cadets have proper uniforms; arranges events; interfaces between the Detachment and the University; and serves as initial point of contact for many students, parents, and visitors.

## Mary Ann Fowler bids farewell to office



Mary Ann Fowler, Records Management Coordinator, retired May 31, 2003, after more than 35 years with Ohio University.

Fowler began her career with the University in 1967, working in Research and Records, which was located in McGuffey Hall. When the two offices combined, Fowler moved to the transcript area in the Registrar's Office.

During her 33 years in the Registrar's Office, Fowler supervised the transcript area, handled transcript processing, and worked to image all paper permanent records kept before the Student Information System (SIS) was in place.

Dixie West, Records Management Assistant in the transcript area, said she enjoyed working with Fowler. "She has been very fair, and she wouldn't ask you to do anything she wouldn't do herself," West said. "She has been a good friend as well as a good boss, and I'm going to miss her."

Records Management Coordinator Sylvia Cunningham said she would miss laughing and working with Fowler. "Together, we're a whole person because we have worked really closely together as a team over the years. It's like half of me is leaving."

Fowler said she would especially miss the people she has met. "These people are like a second family to me, and I've

enjoyed working here. If you have a crisis or happiness in your own family, they are always there for you," Fowler said. "I've met a lot of people and made a lot of friends throughout campus, and I will miss them all."

Records Management Assistant Janet Wilson said she would miss the walks the two took during their breaks. "Mary Ann is a friendly and personable person. She is always helpful, has always stood behind her employees, and is very good to people," Wilson said.

University Registrar Debra Benton and Assistant Registrar for Operations and Special Projects Jane Pidcock both commended Fowler for her years of dedicated service.

"We're going to miss her tremendously. She has contributed greatly to the office over the years and is very dependable, quick, and efficient. Her retirement is a great loss to the office and the University," Benton said. "But after 35 years of service, she deserves to retire."

"Mary Ann has always been a dedicated employee. She leads by example and is always willing to pitch in and help others. She has a great personality and gets along well with the staff," Pidcock said.

After retirement, Fowler said she is looking forward to having time to enjoy life. She also plans to travel and visit relatives.

On May 22, colleagues, friends and family gathered in Baker Center 1804 Lounge to honor Fowler with a retirement celebration. The Registrar's Office staff presented Fowler with diamond earrings and shared memories of working with her throughout the years. ✨

## Nancy Kasler retires after 32 years at OU



Records Management Coordinator Nancy Kasler retired May 31, 2003, after 32 years of service to Ohio University.

Kasler, who originally began her career with the University in the President's Office, took time off to raise her family and later returned to work. Kasler has seen many technological changes during her 28 years in the Registrar's Office. When she began, she had to fill out a card for each trans-

action she completed. The cards were then sent to Computer Services for processing. "Things have changed so much, and [the changes were] for the better," Kasler said.

As Records Management Coordinator in the scheduling area, Kasler scheduled classrooms, produced the quarterly *Sched-*

*ule of Classes*, handled curriculum for the University, and entered every Athens course by hand into the Student Information System (SIS).

Teresa Smith, Documents Specialist in the scheduling area, said she would miss working with Kasler. "It's hard for me to imagine the Registrar's Office without her," Smith said. "I've never met anyone who worked harder or who was more dedicated to her job than Nancy."

Kasler's supervisor, Bob Westbrook, who joined the Registrar's Office in September, said he was pleased to have had the opportunity to work with Kasler, but he wished he had worked with her longer. "Nancy does a phenomenal job, and I am highly impressed with the dedication, perseverance, and professionalism that she has shown in the office," he said. "I wish to thank her for her hard work in keeping the scheduling area functioning and the office sane with her humor."

Kasler said she would miss the people she has met during her years with the University. "I met people that I never would have met, and I have enjoyed all of them," she said. "I'll miss the day-to-day contact with people from the office, and also

*Kasler cont. on next page*

## Student employee graduates



The Registrar's Office says goodbye and wishes the best of luck to student employee Kathryn Dumond, who graduated Spring Quarter.

Dumond, a marketing and management information systems major, worked in the transcripts area for almost two years. She said she would miss the people and atmosphere at Ohio University, as well as the friendships she has made.

After graduation, Dumond moved to Troy, Michigan, where she has a position with Handleman, a prerecorded music distribution company. ☼



**Kasler** *cont. from page 6*

people all over campus."

SIS Testing Manager Marge Mowery, Kasler's supervisor for many years, said she would miss Kasler. "I enjoyed working with Nancy over the years and valued her expertise and input in the scheduling area," Mowery said.

After her retirement, Kasler said she wants to take the summer off. "I want some time for me," she said. She also plans to travel to see her three children and five grandchildren, and she would like to volunteer, especially with the Red Cross. "I want to keep in contact with people," Kasler said.

University Registrar Debra Benton said that although the Registrar's Office and University will miss Kasler, her retirement is well deserved. "Nancy has been a valuable contributor not only to our office, but also to the University community."

Assistant Registrar for Operations and Special Projects Jane Pidcock echoed Benton's sentiments. "Nancy's retirement will definitely impact many people and offices at the University," she said. "She was highly respected by all who dealt with her."

In her free time, Kasler enjoys doing crossword puzzles, reading, playing piano, singing in the church choir, cross-stitching, and crocheting.

She lives in The Plains with her husband, Danny.

Kasler's friends, family, and colleagues gathered April 25, 2003, to honor her with a retirement celebration. Speakers included Debra Benton and Bob Westbrook. ☼

Office of the  
University Registrar  
**Summer Hours**



7:30 a.m. - 4:00 p.m.

June 16 - September 5



## News Blurbs



Patrick Beatty, current operations manager at the University of St. Thomas, will take the position of Assistant Registrar for Academic Records beginning July 1, 2003. Watch for a feature article in the Fall Quarter issue. ☼

SIS Testing Manager Marge "Sis" Mowery received an Administrative Service Award at the 2003 Recognition of Administrator Service Years ceremony. Mowery was recognized for her 37 years of service to the University and her retirement from the position of Assistant Registrar for Registration and Scheduling. ☼

Dixie West, Records Management Assistant, retired on June 30, 2003. Look for a complete article in the next issue. ☼

The student employees thank the staff for hosting Student Appreciation Day May on 28. Staff members provided pizza, sodas, and snacks to show their appreciation for the students' assistance in the office. ☼

The Registrar's Office welcomes new student employee Sarah Morgan to the Reception Area. ☼

### Graduation Notice



**Graduation is *not* automatic!**

*Students must apply to graduate.*

Final deadlines for applying for graduation.

Apply online at [www.ohiou.edu/registrar](http://www.ohiou.edu/registrar) or at the Registrar Services Windows in Chubb Hall or at regional campus student services offices.

#### APPLICATION DEADLINES      DEGREE GRANTING DATES

<i>Apply for graduation by:</i>	<i>If you wish to receive your degree:</i>
July 31, 2003	Summer Quarter -- August 30, 2003
September 30, 2003	Fall Quarter -- November 26, 2003
January 27, 2004	Winter Quarter -- March 20, 2004
April 20, 2004	Spring Quarter -- June 5, 11, 12, 2004

**Deadlines Are Final**



**The Inside *OU***  
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# Imaging project teams are making progress in digitizing Phase I records

An office-wide recognition luncheon was held April 23 in honor of the staff's progress made in the imaging project, which began in May 2001.

The purpose of this project is to convert all hard-copy student records into digitized records linked to the Student Information System (SIS). These records will then be available for viewing or printing from the imaging system.

Due to the large number of records included in the imaging project, implementation required that the records be divided into two phases: Phase I, which includes records from 1966-1985, and Phase II, which includes records from 1950-1965. All records from before 1950 have been micro-filmed, and the records and micro-films are currently stored in the library annex.

In order to implement the project, the Registrar's Office

staff was assigned to various teams, including the Conversion, Preparation and Identification, SIS Update, Scanning, Indexing, Verify and Commit, and Completion teams.

In addition to their everyday jobs, the teams have been working on the tedious task of imaging the approximate 86,000 records in Phase I of the enormous project. The first two teams, the Conversion team and the Preparation and Identification team, have fully completed their tasks. The remaining teams are now working toward completing letter G of the records, with much work still ahead of them before the project is completed.

University Registrar Debra Benton, who wanted to acknowledge the staff with the luncheon, said she is pleased with the project's overall progress. "I wanted to thank the staff for the effort they've been putting in," Benton said. ☼



**Staff and students have been working to image student records in Phase I.**