

# The Inside OUt

News from the Office of the University Registrar

Spring/Summer 2004

Volume XII Issue 3

Ohio University

## University minimizes use of Social Security numbers

In an aim to protect student information, Ohio University is minimizing the use of students' Social Security numbers on most University reports and online applications. The process of eliminating Social Security numbers has been ongoing for approximately two years, but significant progress has been made recently.

Social Security numbers have already been eliminated from faculty class lists, student grade reports, DARS reports, and student class schedules. Also, the removal has been completed on all of the online applications for the Office of the University Registrar.

Instead of Social Security numbers, the PID number will be used as the main student identifier. When a student calls or comes to the

Office of the University Registrar, the PID number is the first identifying number requested, which should also be occurring at all other public contact points for the University.

While the University is striving to deemphasize the use of Social Security numbers, a Social Security number is still required at a student's entrance into the University system. Social Security numbers are the only uniform identifier on a national basis. Also, processes like financial aid and NCAA reporting require Social Security number usage.

Even though the process of phasing out the use of Social Security numbers is still being implemented, the security of student information continues to increase and continues to be a priority for the University. ✪

## New online service benefits academic advisors

The Office of the University Registrar and Computer Services recently added an online service for faculty advisors.

The Academic Advisee Lists online service allows Ohio University advisors to view, print, or download their advisee lists into an Excel file. The advisee lists can be customized to select specific information such as local address, permanent address, e-mail, class rank, and major.

Advisors can use the lists to obtain more information about their advisees, including a photo of each student, and can also send e-mail messages to the entire list or to select

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## Revised Segmented Transcript policy adopted by OU

Beginning Fall Quarter 2003-2004, Ohio University adopted a revised Segmented Transcript policy for students wishing to re-enter the University after leaving with low grades.

"This policy change, originally proposed by the Educational Policy and Student Affairs (EPSA) Committee of the Faculty Senate, will hopefully help encourage former students to return to Ohio University and help recognize their achievements upon graduation," said Patrick Beatty, Assistant Registrar for Academic Records.

The previous policy required that a student wait six years before being permitted to return to the University. The revised policy allows student to re-enter after four years of absence.

Once re-enrolled a student must petition to the dean of his or her academic college in order to have his or her transcript segmented into two portions, showing all courses taken while at the University, before and after re-enrollment. However, only the accumulative GPA will be shown on the transcript.

The student resumes the academic program with a new accumulative grade point average in order to give the student a "fresh start" from his or her previous enrollment at the University. However, the new GPA is subject to the conditions of probationary status and dismissal.

All hours earned before and

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## Registrar's Corner



University Registrar  
Debra Benton

Welcome to another edition of the *Inside OUt*. I was out of the office most of Spring Quarter due to the arrival of healthy twin girls on March 30, 2004.

I'd like to thank the staff for their continued hard work and for covering for me in my absence. They have been very

busy and we're happy to report about two new online services.

I am very pleased with the new online advisee application for advisors. Advising students is such an important service faculty and staff provide to our students. It's imperative that advisors have as much information about their advisees and an easy way to communicate with them. I believe our new service meets both of these needs.

Students can now order transcripts online. This is a wonderful service we are able to provide with the help of Credentials Inc. Alumni and students can order transcripts from the comfort of their home at any time of day or night. The customer is continually informed of the status of their order and is notified once the transcript has been mailed. We thank Credentials Inc. for helping us to provide this most valuable service.

I am also pleased to announce that Mike Wickham accepted the position of Assistant Registrar for Registration and Scheduling effective July 1. Mike is an Ohio University graduate and is a welcome addition to our office. ✪

Debra Benton  
University Registrar

## Order transcripts online

Students are now able to order transcripts online through the Credentials Inc. website. The Office of the University Registrar has added this process as a service to students, allowing them a convenient option for ordering transcripts.

The online process allows students and alumni to order transcripts at any time of the day, and any day of the week.

Prior to this new service the transcript request process required that transcript requests be mailed, faxed, or requested directly from the Registrar Services Windows because a signature was required.

Automatic authorization will be granted if enough information is provided that matches the student's information on the Student Information System (SIS). If a student attended the University before the implementation of SIS, a signed authorization must still be sent to the transcripts section of the Registrar's Office to complete the request.

People using the online request form will receive information via e-mail or fax (whichever is preferred) concerning the status of the request. Such information includes confirmation that the request was received, acknowledgement that the request is being processed, notification of problems, and verification that the transcripts have been printed and mailed.

Credit cards will be the only method of payment accepted over the online order form, and a \$2 service charge will be applied to each transcript requested.

The online process provides assistance with finding addresses of other universities, ZIP codes, and state abbreviations. Additionally, the charge for Federal Express has a set rate of \$17.50 for the continental U.S., \$25 for Alaska and Hawaii, and \$35 for international addresses. ✪

## The Inside *OUt*

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**The Inside *OUt*** is an online publication created by the student newsletter coordinators of the Ohio University Office of the University Registrar. It is available online at [www.ohiou.edu/registrar/pubs.htm](http://www.ohiou.edu/registrar/pubs.htm).

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

Photos by: Editor Stacey Brewer; Assistant Editor Sandra Whitta; University Photographer Rick Fatica

## Office bids farewell to student employee graduates

The Office of the University Registrar would like to extend congratulations to the following student employees who graduated Spring Quarter. We wish them the best of luck!



**Kristen Barbieri** graduated in June with a degree in Integrated Language Arts.

Barbieri worked at the Office of the University Registrar for two quarters in the reception area. She resigned at the end of Winter Quarter in order to student teach at Logan High School for the spring.

After graduation Barbieri plans to pursue her master's degree while teaching in Florida.

Barbieri says she misses working at the office. "I miss Tina's bright smiling face every morning bright and early at 8 a.m.," said Barbieri. ☼



**Stacey Brewer** graduated in June with a degree in Informational Graphics & Publication Design and a minor in Anthropology.

Brewer has worked for the Registrar's Office for three years as an editor and newsletter coordinator of *The Inside OUt* newsletter.

After graduation, Brewer plans to work part time for a design firm while searching for a design

job with a newspaper.

Brewer says she will miss everyone in the office. "I feel very honored to have had the opportunity to work with such great people over the past three years," Brewer said. ☼

**Emily Dingess** graduated in June with a degree in Interior Architecture.

Dingess worked at the Office of the University Registrar for four years in the registration section.

After graduation Dingess plans to move to the Cincinnati area to be closer to her family while working for a commercial design company.

Dingess said she would miss working at the office. "This is the first job I ever had. I am going to miss all the friendly faces," said Dingess. ☼



**Sarah Morgan** graduated in June with a degree in criminology and a minor in psychology.

Morgan worked at the Office of the University Registrar for one year in the reception area.

After graduation Morgan hopes to work for an insurance company completing background checks. Later she plans to move to California.

Morgan said she would miss being able to walk around and know everyone. "And of course I'll miss Tina (Ervin)," Morgan said. ☼



### *Policies cont. from page 1*

after re-entering count toward the student's graduation. The accumulative GPA of all hours attempted will be counted toward the determination of the 2.0 minimum GPA requirement for graduation as well as the determination of graduation with honors.

In order to be eligible for graduation a student must be re-enrolled for a minimum of forty-eight quarter credit hours and three academic quarters. Upon graduation a student may request a letter from the dean of his or her academic college explaining the Segmented Transcript Policy as well as including the student's "fresh start" GPA. If a student fails to graduate after re-enrollment, he or she is not eligible for further transcript segmentation.

Although the policy was implemented after the current quarter catalog was printed, the policy can be viewed online at <[www.collegesource.org/cat209/104708.pdf](http://www.collegesource.org/cat209/104708.pdf)>. ☼

## Debra Benton honored for 10 years of service



University Registrar Debra Benton was recognized for 10 years of service to Ohio University at the 2004 Outstanding Administrator Awards and Recognition of Administrators' Years of Service ceremony held on May 20, 2004 in the Baker Center Ballroom.

Benton, an Ohio University alum, has served as a part-time math instructor, Assistant Registrar for DARS, Associate University Registrar,

and University Registrar. ☼



# Moving around in SIS

*Student Information System*



The following appears at the top of each SIS screen:

(1)	(2)	(3)	(4)	(5)	(6)	(7)
FUNCTION:	* PUBLIC DATA SCREEN *	10/05/99	RGBD	P286	0	ZPUB

- (1) **Function Prompt** - Where you type the code for the function you wish to perform
- (2) **Screen Name** - The complete name of the current screen
- (3) **Current Date** - Current processing date
- (4) **LMOD User** - The first four characters of the current user's USDERID
- (5) **Terminal ID** - The ID of the terminal currently being used, which is commonly referred to as the line number. This may change each time you sign on.
- (6) **Application Level** - The number of sessions you have suspended through use of the PAUSE function
- (7) **Four Character Screen ID** - The four character name of the screen

## Functions

The Function prompt has two basic purposes, to move from one screen to another, and to perform various processes that may affect the data on the record currently being viewed.

The following are valid functions in SIS, which may or may not be available to you depending on your security access:

- **A or ADD** - Adds a record or records.
- **AUTOSKIP** - Automatically displayed on menu screens to indicate that by pressing the <ENTER> key the first screen or menu screen will appear.
- **BLANK** - Clears all fields on the current screen.
- **C or CHANGE** - Modifies data for a particular record or records.
- **CLEAR** - Clears all fields except sensitive fields and automatically enters ADD in the function field.
- **DEL or DELETE** - Deletes a record or records.
- **E or END** - Ends a session and returns to a previous session, if the application level is greater than one (if the user has PAUSED from the previous session); or signs the user out of SIS.
- **G or GET** - retrieves specific record after all key fields are entered.
- **INQ or S** - Searches for data from any point specified in the file; all key fields do not have to be entered.
- **PAUSE XXXX** (i.e. PAUSE ZPUB) - Allows the user to pause and suspend processing and go to XXXX (where XXXX is a screen name). The screen you were on when you PAUSED will be "frozen" until you return to it by typing "E" or "END."
- **spaces** - To scroll to next screen of data.
- **SKIP** - Accesses the next screen in the profile.
- **TOP** - Accesses the main menu of the system of the screen you are currently on.
- **UP** - Accesses the next highest menu associated with the current screen.
- **XXXX** (i.e. ZPUB) - Accesses the screen XXXX (where XXXX is the four character screen ID).
- **01-99** - Refers to the numbers displayed next to the menu choices on menu screens. From a menu screen you may enter a number instead of the four-character screen ID to move to the next screen.

## The Office of the University Registrar encourages staff to ask for PID instead of SSN

To help insure the privacy of our students Ohio University is making an effort to minimize the use of Social Security Numbers. The SSN Minimization Project will require the elimination of the SSN on printed documents, forms, and reports. In addition, please take deliberate steps to request PID as the first identifier rather than SSN.



Past SIS screen highlights are now available for viewing online:  
[www.ohiou.edu/registrar/pubs.htm](http://www.ohiou.edu/registrar/pubs.htm)

## Key Fields

Key fields identify a record and are identified by a double line (=) appearing either below or to the right of the field descriptors. While a record may have more than one key field, all the key field values combine to provide a unique identification.

# The Office of Public Occasions provides many services for University, community

Managing all aspects of approximately 300 events last year was no simple task, especially for an office with only four full-time staff members. But with the help of about 175 student employees, the Office of Public Occasions coordinates numerous events, performances, and services to Ohio University and the surrounding community.

Located on the second floor of Templeton-Blackburn Alumni Memorial Auditorium, the Office of Public Occasions handles all aspects of events including the Performing Arts Series, the Kennedy Lecture Series, the Frontier Lecture Series, annual commencements, and various events scheduled by University President Robert Glidden, as well as the managing of all events at Memorial Auditorium and Galbreath Chapel.

In addition to being in charge of these events, the Office of Public Occasions also works to include the broader Athens community into University events. To do this, the office makes arrangements when possible for incoming performers to visit area schools. For a four-week period in the summer, the Office of Public Occasions is in charge of the Summer Arts Series, which is also geared toward the Athens community.

The office's four full-time staff members are Director Gretchen Stephens, Interim Assistant Director Andrew Holzaepfel, Production Manager Todd Coogen, and Office Manager Teresa Carson.

The Performing Arts Series, which presents musical, dance, and theatrical performances scheduled for the entire school year, has been in effect since 1952. A few well known past performances include "Seussical The Musical," "STOMP," "The Music Man," "Chicago," and "Rent." Holzaepfel said the office tries to program performances with student interests in mind. "We are now trying to get more mainstream artists in order to appeal more toward the student population," said Holzaepfel. The idea seems to be working; according to Holzaepfel, there has been a 97% increase in ticket sales over the last three years.

The Kennedy Lecture Series was established in 1962 with the intent of bringing nationally recognized individuals to campus. Guest lecturers are chosen by a faculty-chaired committee, which is also comprised of representatives from the faculty, staff, community, and student body. Past lecturers include Gloria Steinem, women's activist; Robert Ballard, discoverer of the wreck of the Titanic; Ben Cohen and Jerry Greenfield, owners of Ben & Jerry's Ice Cream; and Richard Leakey, former director of Wildlife Services in Kenya.

The Frontiers in Science Lecture Series began in 1991. Aimed at creating a unity between science and the arts, the series brings leading scientists to campus. Chosen in the



**Left to right: Teresa Carson, Gretchen Stephens, Todd Coogen, and Andrew Holzaepfel are the only full-time employees in the Office of Public Occasions located in Templeton-Blackburn Alumni Memorial Auditorium.**

same fashion as the Kennedy Series, a few scientists that have participated are Jane Goodall, zoologist; Anna Roosevelt, archeologist; Kathryn Sullivan, former astronaut; and Ralph Harvey, NASA scientist.

The University holds four annual commencement ceremonies, coordinated by the Office of Public Occasions. The Doctor of Osteopathic Medicine ceremony is held in Memorial Auditorium. The Master's degree and Ph.D. degree ceremonies are held in the same ceremony in the Convocation Center. Two undergraduate degree ceremonies are also held in the Convocation Center. The Office of Public Occasions coordinates student employees for the events. Faculty and staff members are also given the opportunity to assist in the ceremonies.

Galbreath Chapel, which was built in 1957, offers a facility for many occasions, including weddings, meetings, lectures, receptions, workshops, and other types of services. The Chapel welcomes approximately 52 weddings per year.

The duties of the Office of Public Occasions provide an integral aspect to the functions of Ohio University. Stephens said that although "it takes a lot of endurance, flexibility, adaptiveness, and patience" to manage so many events, her main concern is to provide for students. ✨

# Unraveling the mystery: Class permission slips

Class permission slips are used when one or more of the following conditions exist during the period of time that Web Registration or TRIPS is in use, but no later than the 15th calendar day of a quarter or eighth calendar day of a summer session:

- **Permission is a prerequisite and student has obtained permission from department/instructor to enroll in class.** (Used when the department requires an in-person approval prior to registering for a class.) *Note:* Used if the “Instructor Permission Required” flag is set to Yes on SIS, or if permission is built into the course prerequisite.

- **Student does not meet prerequisites but has permission to enroll in class and enforced prerequisites are being waived.** *Note:* If an instructor is willing to waive a required prerequisite for a class, this line must be checked on the permission slip.

- **Class is full but student has permission to enroll in the class.** (Class must be full on Web Registration or TRIPS before permission to enroll is granted.) *Note:* This line must be checked if the class is at or over the maximum enrollment limit. This includes those classes in which the enrollment is set at zero seats.

- **Permission to add class after the 8th day.** (Instructor permission is required to add a class after the 8th day of the quarter.) *Note:* If any other reason is required (i.e., the class is full) that reason must also be marked on the permission slip.

- **Student has reached maximum repeat/retake limit, but has received permission to enroll in the class, and the maximum repeat/retake limit is being waived.** (Class permission slips must be returned to the Registrar Service Windows #2 or #3, first floor lobby, Chubb Hall, to be processed.) *Note:* Each course has a repeat or retake limit built into the curriculum. Once a student reaches that limit, he/she must get permission to exceed the limit from the department of the course. ✨

## —Attention Instructors—

### Some helpful hints for filling out permission slips:

- Always mark a reason. If you are not certain which reason you need to check, feel free to call the Registrar’s Office. If nothing is marked, the student will be sent back to have the proper line initialed by the instructor.

- If your class is set at zero for maximum enrollment, be sure to mark the line allowing a student to register for a full class.

- Mark all the reasons that apply. Some students need multiple exceptions.

- Check the call number on the permission slip to ensure the student is registered for the right class and the right section. Remember, call numbers change every quarter!

- Sign and date the permission slip.

- If you assign an expiration date to your permission slip, please assign a date that falls within the times that Web Registration and TRIPS are available. Permission slips can only be processed during that time. The registration schedule is available each quarter in the Schedule of Classes.

- If you do not have permission slips, contact your departmental office. (The Registrar’s Office does not issue blank permission slips to students.) Departmental offices sending student employees to the Registrar Services Windows for permission slips should send a written request with the student.

Questions regarding permission slips may be directed to Cindy Irwin at 593-4182 or [irwinc@ohio.edu](mailto:irwinc@ohio.edu).

## Advisors cont. from page 1

students. In order to provide further student privacy, only academic advisors have access to their own advisee lists.

The information about advisees is updated daily from the Student Information System (SIS).

Tammy Kahrig, Academic Advisor in University College, said she finds the online service very helpful. “I especially like that you can sort by different levels of students.” Kahrig said she has used the online lists when registration is coming up and she needs to contact students who register earlier than others. The students who register later can also be contacted at a later time.

Kahrig said she also finds the students’ photographs

very helpful, especially when a student’s face is remembered but not the student’s name.

Jay Beam and Dave Hannum were the Computer Services programmers for this project.

“I am very happy that we, in conjunction with Computer Services, are able to provide this service to advisors,” said University Registrar Debra Benton. “This is a great way for advisors to communicate with their advisees and by providing photos it will also help advisors get to know their advisees more quickly. My thanks go to Dave Hannum, Andy Flinn, and Bob DeLong for all the work they have put in to make this service available.” ✨

## Registrar employee weds

The Office of the University Registrar congratulates employee Teresa Smith and Dave Schleter on their marriage on May 15, 2004.

Dave worked as a student employee in the Registrar's Office in the Veterans Affairs area after serving six years in the Navy and two years in the inactive reserve. Teresa, who now works at the Registrar Service Windows, previously worked in the scheduling area where her office was adjacent to the office of Dave's supervisor Maggie Thomas.



Photo by Flash-Back Fotoz

Thomas said both Teresa and Dave wanted to ask each other out, but both were too shy. With some urging and encouragement by Thomas, Teresa and Dave began dating a little over a year ago.

The Schleters were married at The Plains United Methodist Church with a reception following at the Athens County Shrine. The couple spent some time in Columbus for their honeymoon.

"Everything went so smoothly, which is amazing considering all the mini-dramas we had leading up to the wedding," Teresa said. "But it turned out to be exactly the wedding we wanted—small and cozy with our friends and family there having a great time."

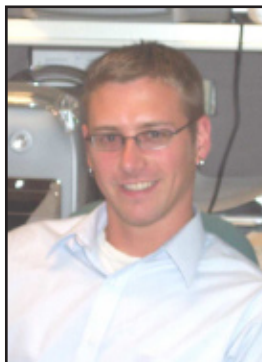
The Registrar's Office wishes them the best of luck! ✨

## Registrar employee receives job upgrade

Staff member Myke Welch recently received a well-deserved promotion from Technical Support Manager to Systems Administrator.

In addition to providing technical support for the office, Welch has taken on many more responsibilities including overseeing a student employee and managing larger projects within the office.

Associate University Registrar Bob DeLong, Welch's supervisor, said, "Myke is an outstanding employee and excellent problem solver; he strives to provide quality service to the office." ✨



## News Blurbs



The Office of the University Registrar welcomes new student employee Emmet Leahy. ✨

Thanks to Patrick Beatty, Cindy Irwin, Brenda Nelson, Shari Nogrady, and Inez Stanley-Linscott for their participation on the birthday committee and for the wonderful quarterly birthday party held on May 5, 2004. ✨

The student employees of the Registrar's Office wish to thank the staff for the Student Appreciation Party held on May 20, 2004. The pizza was delicious! ✨

All past screen highlights are now available for viewing on the Registrar's website at <[www.ohiou.edu/registrar/pubs.htm](http://www.ohiou.edu/registrar/pubs.htm)>. ✨

The Office of the University Registrar congratulates University Registrar Debra Benton and her husband Tony on the birth of their twin daughters, Annika Faye and Kianna Michelle. The twins were born on March 30, 2004, at O'Bleness Memorial Hospital. The twins were warmly welcomed by older brother Anthony, and all are doing well. ✨



## 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)  
(Oak ID and password required to apply online.)

### APPLICATION DEADLINES

Apply for graduation by:  
September 29, 2004  
January 25, 2005

### DEGREE GRANTING DATES

If you wish to receive your degree:  
Fall Quarter – November 24, 2004  
Winter Quarter – March 19, 2005

**Deadlines Are Final**