

The Inside *OU*t

News From The Registrar's Office



Summer 2001

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Ohio University

Registrar's Office sends students schedules via e-mail

On April 10, the Office of the Registrar sent out the first mailing of student class schedules to Oak e-mail accounts instead of mailing hard copies via U.S.P.S. mail.

This electronic mailing is the first step in the Registrar's goal to gradually phase out hard copies of student schedules and grade reports and make them available online.

"We want to encourage e-mail use and different services we have available," said Associate Registrar Debra Benton. Currently, students are able to register for classes online, view course offerings, and find out other information about courses.

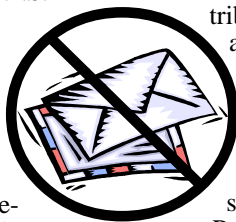
The main pitfall for the schedules being sent via e-mail is that many OU students have never opened their Oak accounts or do not have them forwarded to the e-mail account they use the most, such as Hotmail or Yahoo.

As a result, the Registrar's Office is working with Communication Network Services to publicize the new change and to

inform students about forwarding their Oak accounts. In addition to ads placed in *The Post* student newspaper and *The Athens News*, 10,000 fliers were printed for distribution in all residence hall rooms, academic deans' offices, departmental chairs' offices, and other student services areas. The ads and fliers instruct students how to forward their Oak accounts and how to obtain their class schedules via e-mail, TRIPS, or the Registrar's Web site. Incoming freshmen attending precollege will be informed and encouraged to use their Oak accounts.

Assistant Registrar for Registration Marge Mowery said many students do not use their Oak accounts because they feel they get too much junk mail. As a result, the Registrar's Office puts its name in the subject line of messages in hopes that students will not ignore the e-mail.

"We're trying to take it slow," Benton added. "We're phasing out the 15th day mailing of schedules, and over time we may eliminate the first mailing [sent after preregistration]."



Inside This Issue

Sixty Plus Program.....	2
NOTT Screen Highlight.....	4
College Highlight.....	5
Retiree Feature.....	6
Student Employee Farewells.....	8
AACRAO 2001.....	9
News Blurbs.....	10
Laurie Zucker Feature.....	11
Teresa Smith Feature.....	11
Eighth-Day Add Policy.....	12

Mowery said the first mailing in April was a success. "It went very smoothly. Some e-mails were returned because of students who haven't opened their Oak accounts. But to me, our return rate was very low." Mowery added that out of the 24,500 e-mails sent, less than 300 were returned.

Eventually, grades will be obtained the same way. Yet students will always have the option of obtaining hard copies of their

E-mail cont. on next page

New service provides students with same-day transcripts

With the help of the transcript team, the Registrar's Office now offers a new transcript service – Transcript Now. This is in addition to the Next-Business-Day Service the office has been offering for years.

Starting this past Winter Quarter, the Transcript Now Service allows transcripts to be issued the same day a student makes a request. Supervisor for Transcripts Mary Ann Fowler said printers were installed Winter Quarter at the Windows Area specifically for printing transcripts, and so far there have not been any problems.

Sometimes students would request transcripts at the last minute, not realizing that they had to wait a day or two, said Sylvia Cunningham, Supervisor for Grades. With the Transcript Now Service, students can pay \$10 and receive their academic transcript in minutes.

"By the time (students go) downstairs to pay their bill, we'll have their transcript ready to hand over," Cunningham said.

Assistant Registrar Bob Myers said the Registrar's Office would accommodate the needs of students who especially needed same-day service before the Transcript Now Service was available.



"We're very service oriented," Myers said. "We've been at this long enough to tell when students have a real need, or they're just being demanding."

However, the process was unfair to

those students who didn't have a pressing urgency but just wanted their transcripts the same day, Myers said. With Transcript Now, the Registrar's Office is treating everyone equally.

Transcripts can be mailed the same day if a student chooses the Transcript Now Service. However, usually there is a 2 p.m. deadline as the postal mail is usually picked up at that time, Myers said.

"We take them out (to the mail

Transcripts cont. on next page

Want to know what a few Registrar retirees are doing now? See pages 6 & 7 for our retiree feature!

Sixty Plus Program offers opportunity for lifelong learning

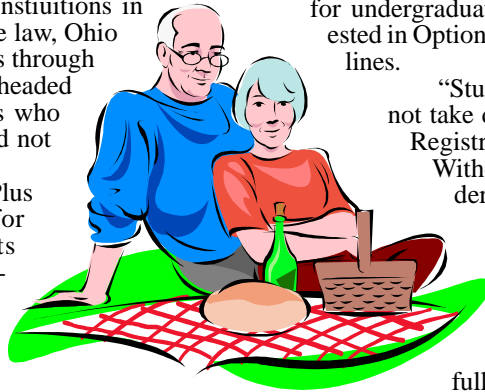
After an Ohio law took effect in March 1999, the Registrar's Office took the helm of the Sixty Plus Program at Ohio University, and it is well under way.

The law allows students who meet certain guidelines to attend Ohio University and other public institutions in Ohio for tuition-free course credit. Prior to the law, Ohio University already offered tuition-free courses through the Sixty Plus Program, which was previously headed by the Office of Lifelong Learning. Students who qualified could take courses for free but could not earn college credit hours.

"I am excited to see that the Sixty Plus Program has expanded to provide credit for courses, and even degrees, if participants qualify," said Lisa Dael, Coordinator for Non-credit Programs and Community and Professional Development. "I think we should encourage people to continue learning, at any age, and this program does that."

According to the law, under Section 673 of the "Community Services Block Grant Act," those who qualify for tuition-free credit must be over 60 years old, have resided in Ohio for at least a year, and have a family income that is "less than 200 percent of the federal poverty guideline." These students can take no more than 10 hours per quarter, making their status half- or less-than-half time.

The only out-of-pocket expenses for those in the Sixty Plus Program include lab or technology fees and other course-related fees that the student may incur.



Qualified students have two options: "Option A – Non-credit," which allows students to sit in on classes with the permission of the instructor without earning credit; and "Option B – For credit," which allows a student to be enrolled in tuition-free courses for undergraduate credit only. Do note that students interested in Option A do not have to meet family income guidelines.

"Students are limited to regular classes; they cannot take distance education courses," said Associate Registrar Debra Benton. "They can't be in M.B.A. Without Boundaries; they can only work for undergraduate credit."

Students who are interested in the Option B - For Credit program must apply to the University just like regular, prospective students, Benton said.

However, students in the Sixty Plus Program may take classes only after full-time or credit-based students have registered for classes. If a course is full and a student wants to take that course, the student must get permission from the instructor or choose another course that is open, Benton said.

The Registrar's Office works with the Office of Admissions, the Office of Financial Aid, and the Bursar's Office to ensure that students do not have problems with admissions, financial aid, or billing.

When the Office of Admission admits a person to the University, *Sixty Plus* cont. on next page

Transcripts cont. from page 1

boxes) ourselves if we have to, so they go into the mail the same day," Fowler said.

For those students who are not in a rush, the Next-Business-Day Service is available for a \$5 per transcript fee. This option is the easiest for the Registrar's Office to process and is still the most popular option chosen by students, Myers said.

Should students want their current term grades or degrees to be posted on their transcript, they can use the Delayed-Processing request. This option allows students to pay in advance for their transcripts, which will be sent out at the end of the quarter or after the degree is earned. This service also costs \$5.

However, if a student has a hold, no transcript services are available until the hold is taken care of, Myers said.

Another delay can arise if a person is requesting his or her transcript prior to 1985. These transcripts are not currently filed in the Student Information System (SIS), and a person may have to use the Next-Business-Day Service or wait two to three days because the document would need to be pulled from the archives at the Alden Library, Myers said. All three transcript options are available to students enrolled after 1985, as these transcripts are accessible on SIS.

"We could have (provided same-day service) before, but ... records needed to be pulled. Now that we have computer-generated transcripts, the process is much easier," Cunningham said.

"(Transcript Now is) just another service the Registrar's Office wanted to offer to students," Cunningham said.

For further information, visit the Registrar's Web site (www.ohiou.edu/registrar/) or call the Transcript Information Line at (740) 593-4206. ☼

E-mail cont. from page 1

information.

"Schedule forms and grades forms are very expensive," Benton said. "We will save a lot of money on forms and postage."

"The University as a whole will be sending more information," Mowery said, "So it's critical for students to check their Oak accounts." ☼

The Inside *OUt*

Editor

Tracy Drake

Assistant Editor

Polly Reinheld

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

If you have any comments, questions, or suggestions for future issues of **The Inside *OUt***, please call Assistant Registrar for Operations Jane Pidcock at 740-593-4214.

Photos by: Tracy Drake, Editor; Polly Reinheld, Assistant Editor

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Sixty Plus cont. from page 2.

versity, the Office of Financial Aid determines the student's income and age eligibility for the program, Benton said. Then, the student is notified by the Registrar's Office of admittance into the Sixty Plus Program, or by the student services office if the student would be attending a regional campus. The final step of the process involves the Registrar's Office contacting the Bursar's Office so that the student will not be billed for tuition.

"Bill Jones headed up an ad hoc committee to make it easier for students, who are taking the for-credit classes, to get the information they need," Benton said. "It seemed to make sense that the students would only have to go to one place ... We wanted to centralize it."

No students currently are registered at the Athens campus for Option B, Benton said. The more common choice is Option A, in which the student gets permission from the instructor but receives no course credit.

Enrollment for the Sixty Plus Program is likely to increase, though, as more people learn about the for-credit, free-tuition option, Dael said. Even so, people will continue to want to further their knowledge through the program.

"The seniors who participated in the Sixty Plus Program through Community and Professional Programs were wonderful to work with," Dael said. "They all shared a desire to keep their minds active in retirement and expressed a great interest in lifelong learning. I always enjoyed interacting with those who wish to broaden their horizons – at any age."

For those who would like to learn more about the Sixty Plus Program, contact the Registrar's Office for a brochure/application. ☼

Sixty Plus Program Overview

Option A – Non-credit

The qualifying student who wishes to participate in classes but not for credit asks permission of the instructor to sit in on the class. The student should follow the procedures for Option A students that are mentioned above and pick up a brochure from the Registrar's Office to share with the instructor for informational purposes, as well as to show student eligibility for the program. The Office of the Registrar will assist anyone who needs help with this.

Option B – For Credit

The Option B procedures are for the qualifying student who wishes to earn credit for the tuition-free courses. The academic load under this arrangement for a given quarter must be less than full-time (less than 11 quarter hours). In addition to being a "qualified student" as described, the student's family income must be "less than 200 percent of the federal poverty guideline, as revised annually by the United States secretary of health and human services in accordance with Section 673 of the 'Community Services Block Grant Act,' 95 Stat. 511 (1981) 42 U.S.C.A. 9902, as amended, for a family size equal to the size of the family of the person whose income is being determined."

Instructions for Processing Application for Option B – For Credit Students

If student has not been admitted to Ohio University:

- ✓ Student must go the Office of Admissions or regional campus student services office to apply for admission as an Ohio resident regular or non-degree, depending upon objective. Must comply with regular admissions deadlines.
- ✓ Office of Admissions processes application for admission, checks age and residency eligibility, and places hold on student's record to facilitate registration control.
- ✓ Office of Admissions approves and sends form to the Office of Student Financial Aid Scholarships.
- ✓ Student submits most recent annual income tax form to the Office of Student Financial Aid and Scholarships. If a tax form was not filed, complete the Office of Student Financial Aid and Scholarships' Sixty Plus form. This form can be obtained online at <www-sfa.chubb.ohiou.edu/download/sixtyplusform.pdf> or from the Office of Student Financial Aid and Scholarships or the Admissions Office.

If student already has been admitted to Ohio University:

- ✓ Student submits completed application from the Office of the Registrar, proof of age, and most recent income tax form to the Office of Student Financial Aid and Scholarships.
- Office of Student Financial Aid and Scholarships determines age and income eligibility.
 - If student is not eligible, Office of Student Financial Aid and Scholarships notifies the student.
 - If student is eligible, Office of Student Financial Aid and Scholarships retains a copy of the form and forwards approved form to the Registrar's Office on the Athens campus.
- Registrar's Office contacts student and processes registration if Athens campus student. If regional campus student, the Registrar's Office will notify regional campus student services office.
 - Registrar's Office/regional campus student services office informs student of eligibility.
 - Registrar's Office/regional campus student services office registers student in selected classes (less than 11 quarter hours), providing room is available.
 - Registrar's Office adds special program (NDSXPL) to student's record.
 - Registrar's Office/regional campus student services office retains a copy of the form and forwards approved form to Bursar's Office as notification of registration and need to process tuition waiver in time to prevent student from being billed.
- Bursar's Office processes tuition waiver in time to prevent student from being billed.



NOTT Screen Highlight

Student Information System (SIS)



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FUNCTION:                ** NOTES BY TERM **                05/03/01  RGDB  P175  0  NOTT
-----
H-  ID.= P1111111111  DOE, JANE                SSN: 123456789  DIR-REL: Y
    OFFC= REG                REGISTRAR
    TERM= 2001 3            SPRING

      SEQ#          NOTE
      ===          -----
01-   001  RDATE=20010326 STATUS= F BLOCK IND= N EXP GRAD DATE=20030614
02-   002  RDATE=20010409 STATUS= F BLOCK IND= N EXP GRAD DATE=20030614
03-   003  RDATE=20010430 STATUS= F BLOCK IND= N EXP GRAD DATE=20030614
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14- *L008 END OF FILE
  
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NOTT, a screen in the Student Information Systems (SIS) that shows student enrollment, can be helpful to Registrar employees who need to verify a student's enrollment status, said Associate Registrar Debra Benton.

"We want to encourage people to use this screen to do enrollment verification," Benton said.

The NOTT screen harbors student information that is sent several times during each quarter to the National Student Loan Clearinghouse (NSLC), a non-profit organization that compiles students' loan information.

The NSLC has set up an electronic database from the Registrar's transmission. From the transmission, information of every student who is enrolled at Ohio University is sent to the NSLC, and the information is written to the NOTT screen as a precautionary procedure. The screen is used as a "quality control measure" for the Registrar's Office in case the NSLC server goes down or if there is a discrepancy in a student's information, said Bob Myers, Assistant Registrar.

The screen shows the dates the information was sent to the NSLC and also shows students' enrolled status for a given quarter.

To enter the NOTT screen, type "NOTT" in the FUNCTION field. Then type the student's Personal Identification Number (PID) or Social Security number in either the ID or SSN fields, respectively. From here, type REG in the OFFC field; type whichever quarter is desired (i.e. 2001 3 for the Spring Quarter 2000-2001); then press enter.

If you already have a student's information accessible on another SIS screen, simply type NOTT on the function field and press enter. This will bring up the NOTT record, but you may need to scroll or scan to bring up the correct OFFC code and term.

The RDATE field indicates the date the enrollment data

was sent to the NSLC. The screen also shows the status of the student: F for full time, H for half time, and L for less-than-half time.

However, enrollment cannot be verified for those students who have a Y in the BLOCK IND field. This means that the student has requested confidentiality, and information for this student may not be released without his or her consent. Otherwise, a N in the BLOCK IND field means a student has not requested confidentiality, and the enrollment may be verified.

The last item displayed, EXP GRAD DATE, is the expected graduation date for the student. This field will be blank if the student's enrollment status is L.

The highlight of the NOTT screen is that it shows current information, even for students who are enrolled in independent study courses, Benton said. Independent study courses allow a student a year to finish a course, which complicated enrollment verification.

In the past, a student could appear to be enrolled in the University for an entire year, when really that student was only enrolled in a year-long independent study course, Benton said.

Now, though, the independent study courses are included when determining the enrollment status for the quarter during which the student registered for the independent study course. The status on NOTT reflects the combined regular coursework and independent coursework.

Jane Pidcock, Assistant Registrar, explained the NOTT screen also is used by the Registrar's Office to track when students have an auto financial hold at the time grades are printed. If the hold is removed, the date removed is also written into NOTT under the OFFC=GRDE field. The Bursar's Office also uses NOTT to track information about an individual. Pidcock added that NOTT is a very useful and important screen in SIS. ☺



The College of Health and Human Services

Mismatched office décor and scattered boxes brimming with papers fill the lobby of the dean's office at the College of Health and Human Services at Grosvenor Hall.

On this day, a box fan blows warm spring air in from the hallway, while Secretary Marilyn Moore answers a persistently ringing telephone. And in the dean's office, an architectural outline resting on an easel foretells of what is to come: relocation to the new Grover Center.

With about 10 administrative staff working together, HHS Dean Gary Neiman takes pride in the efforts of the office during the past few years and is anticipating the college's occupation of Grover Center. But even with the move looming during finals week of Spring Quarter, the students are not being lost in the shuffle.

The student services office is "embarking on a new journey," as the classified staff members are new, said Margy Goodwin, Assistant Dean for Student Services. Terrie Sherman, the Records Management Officer, started working this academic quarter, and Secretary Misty Hutchison joined the staff last year.

"I'm really proud of the fact that we have a superb student services office," Neiman said. "Students come here and get good advice."

Two-thirds of the students enrolled in the HHS College do not get their start there, but rather switch during some point of their college career, Neiman said. The students need careful advising to ensure they do not fall behind but get in all of the necessary classes, and they are often referred to the student services office by the school offices, which are currently located in six different buildings across campus. This is when the student services staff shines in its commitment to the students.

Associate Dean Lee Cibrowski's guidance contributes to



Health and Human Services faculty and staff are excited about their move to the new Grover Center, seen here from Richland Ave.

the effectiveness of the office, Neiman said. Also, Goodwin helps the office on a day-to-day basis.

"Margy Goodwin spends countless hours here," he said. "She's still here when I leave for the day. I can always count on her if something needs to be done.... (Margy and Lee) are people who are incredibly committed to Ohio University."

Goodwin said Neiman is a key component of the office.



Grover Center is near completion as finishing touches are made to the outside of the building. Students and faculty can see the entrance facing Porter Hall.

"He is a very supportive person and is encouraging," she said. "He is interested in the professional development of staff members."

Cibrowski agreed Neiman has a strong tie with the office, but said he is "very interested in students having good service." He adheres to the philosophy of the office.

"We've always had the philosophy to help the students and not pass them along to the next office," Cibrowski said. "We try to work with them and give them advice, even though it's not always what they want to hear."

Neiman admitted a major concern for him was to ensure that every student gets quality advising and does not get "turfed," in other words they should not be sent from office to office in a vicious run-around quest for information and advising.

But with the occupation of Grover Center, the HHS College will be able to accommodate students faster and easier, all the while helping interoffice communications run smoothly, Goodwin said. The student services office and other offices within the college will be together so that students will not have to jaunt all over campus, she added.

Remarkably, although the college has been widely separated, interoffice communications have not suffered entirely.

"I think what's been really hard for us in the last 20 years is that our college was spread out all over campus," Goodwin said. "When you don't have people close by, it is more difficult to communicate, but we've done a good job communicating with our units."

Communication should become easier after the student services office moves during finals week, June 4-8. As Goodwin noted, "There is no 'good time' to relocate the student services office," but students will still be able to consult with the office during the relocation, she added.

The only units of the college that will not be involved in the relocation are the Child Development Center, which is located at The Ridges, and the Division of Campus Recreation.

Cibrowski said the Grover project began as a dream in 1996 to construct a building that would unite all of the units in the HHS College. The dream is becoming a reality, and Grover Center will be in full working order by the upcoming Fall Quarter. ☼

Faces we have missed:

Many valuable people have come and gone from the Office of the Registrar through the years. The Office recently got in touch with some former employees to see what paths their lives have taken since retiring from the Registrar's Office.

Betty Lehman

Date of Retirement: April 30, 1986

Years with OU: 14

Position/ Job title: Registration — clerical specialist

Current Residence: Athens, OH

What are you doing now?

I'm kept busy with everyday duties around the house and yard.

What are you involved in?

A lot of reading. Active in church and various activities there. I keep involved in the lives of my nine grandchildren. There is always an event of some sort, school related, church related that keeps me traveling and in touch.

What do you do in your free time?

Gardening, yard, and lawn work. Trips with friends and groups to points of interest around the state. And, of course, shopping — on my own or with friends.

The best thing about retirement is: I can do what I please when I please. No tight schedules to meet, and I can spend time in Florida at my leisure, as I did this past winter for a month and intend to make it longer next year.

What do you miss most about the Registrar's Office?

The contact with students and their contagious enthusiasm, friendliness, and vitality. I miss contact with the co-workers, learning all about their families, their lives, and interests. ☼

Zelda Bennett

Date of Retirement: June 1, 1998

Years at OU: 20

Position/ Job Title: Graduation — records management assistant

Current residence: Athens, OH

What are you doing now?

I visit nursing homes every morning and have my four grandchildren each evening after school.

What are you involved in?

Walking, Church of Christ, raising roses. Attending school and athletic activities for my grandchildren.

What do you do in your free time?

What free time?

The best thing about retirement is: Doing what you want when you want. Being able to spend more time with the grandchildren.

What do you miss most about the Registrar's Office?

Co-workers and being uptown and on campus. ☼

Mildred Zeigler

Date of Retirement: April 1, 1986

Years with OU: 14

Position/ Job Title: Student Records at the window

Current Residence: Pomeroy, OH

What are you doing now?

As little as I can get by with (ha ha). The regular housekeeping and lunch at noon for Roger [her son] as he has his garage here.

What are you involved in?

Because of my eyes, I can't do sewing or quilting or driving the car.

My friends take me to church, and I am still working with the Modern Woodmen. I play tapes, audiobooks, and watch TV.

What do you do in your free time?

I'm going to plant [my] garden when it warms up. I have some friends who drive my car and we go shopping. I'm working on getting donations for our Modern Woodmen Matching Fund by calling businesses to see if they want to donate.

The best thing about retirement is: Sleeping in the morning.

What do you miss most about the Registrar's Office?

I miss my co-workers and also the students. Love to all. ☼



(L-R) Betty Lehman, Mildred Zeigler and Zelda Bennett catch up at a retirement party in the spring of 1998.

Sara Green

Date of Retirement: February 1, 1998

Years at OU: 30

Position/ Job Title: Registration and student records; records management assistant

Current Residence: Athens, OH

What are you doing now?

One day a week and also "on-call" at other times I watch my grandson, 14-month-old Benjamin Weiser. We also have time to visit my daughter Lisa, who lives in northeastern Ohio, more often.

What are you involved in?

My hobbies are crafts, gardening, genealogy, and computer. I am treasurer of the Athens Co. Historical Society and the Athens Co. Genealogical Chapter. I still belong to a social group of Beta Sigma Phi. Our Herb Guild is still very active.

The best thing about retirement is: I can say no to people but I don't like to. I guess if I don't feel like getting up at 6:30 or 7 a.m., I can stay in bed.

What do you miss most about the Registrar's Office?

I miss the friendship of my fellow workers but I do have an advantage of living close in town and I do drop in occasionally and visit. It's hard to believe that when I started Jan. 2, 1968, that the enrollment was 16,535 and the cost was \$165 per quarter. ☼



Sara Green circa 1998.

What are our retirees doing now?

Former Registrars

Robert E. Mahn

Date of Retirement: 1989

Years at OU: 51

Position/ Job Title: 1938-1946 – Assistant to Registrar; 1946-1967 – University Registrar; 1967-1970 – Secretary to the University, University Editor, and Consultant to the Registrar; 1970-1984 – Assistant to the President and Secretary to the Board of Trustees; 1984-1989 – Special Assistant to the President and the Board of Trustees

Current residence: Athens, OH

What are you doing now?

I am proofing the Crewson and Sowle manuscripts, along with preparing a postscript for the “essay” I wrote prior to 1984 retirement [for age] which I titled “Becoming Part of Ohio University – Reflections at Retirement on a Forty-six and a-half-year Tenure,” which the library plans to publish. I’ve been assembling plaques and other materials for the Robert E. Mahn Reading Room in Alden Library, have had interviews on WOUB on the early history of the University, on which I wrote many articles for the *Alumnus* in years past, and was interviewed on WOUB by Doug McCabe for his planned video “Memories” project. Unfortunately, I have had to participate in memorial services, including those of Presidents Sowle and Baker.

What do you do in your free time?

Having been named an honorary alumnus, received emeritus status, been awarded the Phillips Medal of Public Service of the College of Osteopathic Medicine, being a member of the Trustees’ Academy, life member of the Friends of the Libraries and of the Emirate Association, and continuing contact with the University, I find myself getting behind in the publications of these groups, let alone those of other groups, such as Rotary, honor societies, OACRAO and AACRAO, both of which conferred honorary memberships upon retirement. For both I initiated a newsletter. For the Ohio group I published the annual AP-UPI enrollment report for Ohio colleges and universities. I was the first recipient of AACRAO’s Distinguished Service Award, was its representative to national associations and committees, and was editor of *College and University* for

18 years. I was invited to head its Washington office, but declined in favor of a University life, which I have never regretted.

The best thing about retirement is: The freedom to choose what to do or not to do with respect to meetings, travel, invitations, eating out, etc. One must hope for a continuance of “happiness and good health,” the words with which Dr. Baker closed his personal letters at the time of his death at age 103. Just recently, the one person still in the Athens area who was here when I came in 1938 moved to a retirement center in Iowa. It didn’t mean that I was now without friends. I always made myself available to young members of the faculty and administration for advice or encouragement, many of whom are still on campus and consider me a friend. The award accorded me by the Administrative Senate when I retired was proof of this. They had asked me to be their liaison with the administration, which I had to decline because of my position as Assistant to the President, which would



Mahn at an OACRAO conference in 1999.

have raised the question of conflict of interest.

What do you miss most about the Registrar’s Office?

Coming each day to be with a dedicated group of people who never failed to meet a deadline and kept the respect of faculty and deans who never questioned the accuracy of their reports. I still have people come to me and thank me for what the office did for them. Recently it was a retired teacher who said he had returned from the Korean War knowing he wanted to go to college but didn’t know how to do what needed to be done. He wrote a letter to President Baker and got a letter from him telling him to go to the Registrar’s Office, which he did, and they did everything for him. I always wish the person who was helpful could be there to hear such reports, of which there have been many. I left the office just as the “revolution” was commencing. I have tried to keep informed of the changes. I am convinced that under the guidance of Bill Jones, Ohio University’s accomplishments match or exceed the best in the country. My best wishes to everyone in the Office of the Registrar. ✨

Date of Retirement: July 1995

Years at OU: 26 ½ years

Position/ Job Title: Registrar

Current Residence: Cincinnati, OH

What are you doing now?

- 1) Aug. 1, 1995 to present: Registrar at Northern Kentucky University
- 2) Going to lots of great places to eat here in Cincinnati.

What are you involved in?

Web for Students and Web for Faculty. NKU basketball is

Larry Terrell



Terrell circa 1999.

great.

What do you do in your free time?

Grandkids, grandkids. We went to Augusta, Georgia recently. I read a lot. We take the grandkids to the zoo – they are on our membership.

The best thing about retirement is: I will let you know in about 18 months.

What do you miss most about the Registrar’s Office?

The people and the food. Your new look is great! ✨

Student employees venture into job market, leave the Registrar's Office behind

After spending most of their college careers working for the Registrar's Office, several student employees must say goodbye as they prepare to venture out into the world. The Registrar's Office would like to wish the best of luck to the following graduating students, as they share what they will miss about the office and what their future goals are.



Tracy Drake

Tracy Drake has worked for three years as the Newsletter Coordinator and editor for *The Inside OUt*. She single-handedly produced the newsletter while maintaining a full course load. She will graduate with a bachelor's degree in journalism with specializations in marketing and sociology.

"(Being the Newsletter Coordinator) has been a really good experience because I got to do it on my own mostly," she said. "It has helped my writing improve, and I have gotten great clips."

Around the office, she has really enjoyed the staff and the invaluable rewards. In particular, Jane Pidcock has been a person who has served as a supervisor and mentor, Tracy said. Whenever she had a problem or just needed to talk, Pidcock has always lent an ear.

"She has been great because she was flexible with my hours, and she has been really supportive," Tracy said. "She is very open to new ideas...I'm really happy that she hired me in the first place."

After graduation, Tracy is moving to Chicago and working in communications or marketing. ✨



Brett Underhill

As a Registrar's Office employee for the Graduation area for four years, Brett Underhill will miss all of the wonderful staff members with whom he has worked.

"Aside from all the people, there's been certain perks that made life a lot easier," Brett said about his job.

He will graduate with a bachelor's degree in classical civilization and a minor in philosophy. With his degree he hopes to get a job working in a museum or working with the Ohio Historical Society. Later in life, he plans on returning to school for a master's degree or a teaching certificate.

As for now, Brett and his wife Nichole will be moving back to their hometown of Newark, Ohio. ✨



Nichole Underhill

For two years, Nichole Underhill worked in the Graduation area of the Registrar's Office. But on graduation day, she will walk away from Ohio University with a bachelor's degree in elementary education with specializations in kindergarten and society.

"I will miss the people (at the office) and all of the great conversations," Nichole said. "I felt really at home in the office."

Nichole and her husband, Brett, have found an apartment in their hometown of Newark, Ohio, and they will be moving there. She is searching for a teaching position with Columbus or Newark City Schools. ✨

Photo
Unavailable

Kara Valentine

Kara Valentine has worked for five quarters with the Office of the Registrar as a Clerical Assistant. And like the rest of the student graduates, she will miss the wonderful people that she has worked with during her time here.

"I have really enjoyed working with everyone in the office," Kara said. "There is no one in particular who has helped me out the most. Everyone in the office has been great!"

In June she will receive a bachelor's degree in human communication and resource relations with a minor in interpersonal communication. This summer, she will be doing an internship. Once she completes her internship, though, she will begin her trek into the world and will be "hunting for a job!" ✨



Ashley Mullins

For four years, Ashley Mullins worked in the Grades area at the Registrar's Office until she graduated Winter Quarter. With a degree in accounting, Ashley works as "an auditor for the State of Ohio in the Cleveland Regional Office." But she misses the people at the Registrar's Office.

"I miss Sam, Judy, and Debbie so much!" she said. "I guess I sort of miss everyone."

She enjoyed being able to create her own work schedule. Although she said her job was dull, the people she worked with made the workplace a friendly environment. ✨



AACRAO 2001 annual meeting a success in Seattle

Registrar and Admissions employees from around the nation met at the American Association of Collegiate Registrars and Admissions Officers' 87th convention in beautiful Seattle, Washington.

With only one day of rain, the convention, which was held at the Washington State Trade and Convention Center from April 22-25, provided opportunities for registrar and admissions employees to network and communicate with others, said Jane Pidcock, Assistant Registrar for Operations.

This year, the convention was bigger and better than ever with attendance close to 3,200 as opposed to last year's 2,000 showing, said Bob Myers, Assistant Registrar for Student Records.

Marge Mowery, Assistant Registrar for Registration, thought the convention was an overall success, and the beautiful weather added to a positive atmosphere.

"(The convention) went really well," Mowery said. "It had a lot of interesting sessions pertaining to registration that I really enjoyed."

Pidcock said keynote speaker Carr Hagerman was a delight, talking about "The FISH! Philosophy" of making tasks fun. He used the Seattle fish market as an example of how to make the workplace a unique, satisfying environment.

"(Hagerman's) message was poignant, but simple and easy to grasp," Myers said. "Actually I'm working with Chris Taylor, Assistant Vice President of Administration, to bring the speaker here or at least buy his tape."

Other sessions provided insight into making the most out of life, and tips for getting the most out of work, too. But people

print course booklets.

"I find attending conferences like this are beneficial because it gets you out of the work environment, and you get to think of things you hadn't thought of before," Benton said. "You get to generate new ideas and bring them to the office."

Ohio University Registrar Bill Jones presented two sessions. The first, titled "Crossfire: Transfer Credit Evaluation – Course-by-Course or 2 Plus 2?," was in conjunction with Stephen Flaherty, Associate Vice President of Re-



OU Registrar members enjoy a dinner presented by Credentials Inc. From left, Debra Benton, Associate Registrar; Jane Pidcock, Assistant Registrar for Operations; Michael George of Ohio State University; two other AACRAO members; Bill Jones, Registrar; Marge Mowery, Assistant Registrar for Registration; and Tony Benton, Director of Document and Imaging Services.

gional Higher Education, and David Axsom, Assistant Director of Admissions, who are both from OU. The group discussed improving the way the universities accept transfer credits, with the possibility of adding Technical Baccalaureate Degrees.

Jones presented another session called "Practical Guidelines and Tools for Evaluating Transfer Credit," with an introduction by Gerald Kiel of Edinboro University of Pennsylvania. This discussion introduced Jones's project of creating a tri-state database for retrieving courses via the Web among all two-year college programs in Ohio, in connection with several Kentucky and West Virginia institutions.

"Ohio University was involved with this kind of work very early," Jones said. "Most institutions are just now beginning to realize the depth of the need for it, and the Internet has given us a new tool for distribution and retrieval of transfer course equivalencies."

After the presentation, Jones was asked to attend a meeting of representatives from AACRAO, the American Council on Education (ACE), and the U.S. Department of Education to discuss possible solutions for nationwide problems relating to transferring college credits.

Overall Benton said both of Jones's presentations had a

AACRAO cont. on page 10



AACRAO members took time out to gaze at a sunny Seattle skyline.

could attend many other sessions.

"Actually all of the sessions were done very well," said Associate Registrar Debra Benton. She also attended the "The FISH! Philosophy" keynote address, along with a session titled, "The ship won't soar... without a motivated crew." The presenters of this discussion talked about some programs and motivational strategies that the Registrar's Office already has implemented and provided ideas for other strategies.

Several of the sessions focused on Web-based information and doing away with paper documents and mailing information. For example, various institutions discussed how they no longer mail grades to students – they are expected to use a phone system (similar to TRIPS) or to check the Web for grade reports. Also some institutions only list their course schedule online; students are expected to use the Web because the universities/colleges no longer

Important notice!

Summer Office Hours

The Registrar's Office will follow the University's summer hours policy of 7:30 a.m. to 4:00 p.m. with a half-hour lunch break from noon to 12:30 p.m. The summer hours will begin Monday, June 11 and continue through Friday, August 31. The Registrar Service Windows will remain open during the lunch break to provide services to our customers.



News Blurbs

The Spring Quarter edition of *The Inside OUt* was the Registrar's Office's first newsletter to be posted on the Web! We encourage everyone to check out the Web site for all of the upcoming issues at www.ohiou.edu/registrar/pubs.htm. ☼



AACRAO cont. from page 9

strong attendance and tackled important issues. In the meantime the Ohio division of AACRAO, the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO), held a separate dinner, which helped to localize the event for the 45 OACRAO-sponsored members, Pidcock said.

"(Ohio University) and (Ohio State University) have a close friendship between the staff, so we spent a lot of time with our Ohio State buddies," Pidcock said.

Myers also enjoyed networking with other states and with the office's Ohio counterparts. "I get to contact people that I only get to see at these conventions and get with them to share ideas," he said.

Also at the conference, Benton was appointed to AACRAO's Records Management, Credential Fraud, and Security Committee, and she will be helping to plan sessions for AACRAO 2002, which will be held in Minneapolis, Minnesota. ☼



Best wishes to Kathy Watson who accepted the position of Clerical Coordinator for the Office of Lifelong Learning, after working in the Registrar's Office as Records Maintenance Clerk for more than 23 years. We'll miss having Kathy as a part of the Registrar's team, but we wish her the best. ☼

Congratulations to Vicki Christian who was promoted to Records Maintenance Clerk in the Transcript area. Vicki has been employed in the Registrar's Office for 21-plus years. Supervisor Mary Ann Fowler commented that Vicki is a very good employee and the promotion was well deserved. ☼

Graduation Notice



Graduation is *not* automatic!

Students must apply to graduate.

Final deadlines for applying for graduation and paying fees for conferral of degrees.

Apply in the Office of the Registrar, Chubb Hall or regional campus student services office.

APPLICATION DEADLINES	DEGREE GRANTING DATES
Apply for graduation by:	If you wish to receive your degree:
July 26, 2001	Summer Quarter - August 25, 2001
September 14, 2001	Fall Quarter - November 21, 2001

Deadlines are FINAL

Kudos to Jill Eynon, Receptionist Assistant, who got engaged on April 20, 2001. Her fiancé hid the ring in a fortune cookie at dinner. They plan to get married in October 2002. ☼



Congratulations to Robert Myers, Assistant Registrar for Student Records, who received an Administrative Service Award on May 9, 2001. He was honored for his 10 years of service to Ohio University and the Registrar's Office and was presented with a clock. ☼



Laurie Zucker newest face of the DARS team

The Office of the Registrar welcomes Laurie Zucker as a new member of the Degree Audit Reporting System (DARS) staff. Zucker, who has worked for the University for 10 years, left her position as pre-professional advising coordinator with the Department of Biological Sciences. She now works as the Degree Audit System Analyst for the Course Applicability System (CAS) with Bob DeLong, Assistant Registrar for DARS.



Laurie Zucker sits in her new office. She is pleased with her new position with the DARS/CAS teams.

With a degree in computer science, Zucker said the position is more involved with computer programming than her previous job was.

"This position looked as if it would offer me a variety of challenges," Zucker said.

Zucker has been pleased with the friendly and helpful staff at the Registrar's Office, and she looks forward to working with the DARS team. She enjoys the intricate pro-

gramming of DARS and will work to implement CAS, which is an extension of the DARS program. This is a joint project with the Office of Admissions.

"I am pleased to have Laurie as a part of the DARS team, and I am confident that she will help make the CAS project a success," DeLong said.

Zucker has lived in Athens for 16 years after moving from Pennsylvania. ☼

We'd like to wish a happy summer birthday to the following employees:

June

10 - Kara Valentine
16 - Robert Gonzalez
21 - Corey Darst
30 - Stephanie Justus



July

6 - Sylvia Cunningham
9 - Laurie Zucker
18 - Maggie Thomas
25 - Jill Eynon



August

1 - Judy Locke
10 - Tracy Drake
15 - Jim Parker
20 - Brenda Nelson



September

3 - Bob Myers
19 - Teresa Smith
28 - Pam Howard



Teresa Smith brings needed skills to Registrar's Office

Spring Break brought a new employee to the Registrar's Office as Teresa Smith joined the staff as the new Desktop Publishing Specialist.

Smith fills a vacancy in the Scheduling area that has been staffed by temporary employees since the beginning of last fall. She is assisting Scheduling Supervisor Nancy Kasler with the development and printing of the Schedule of Classes. Primarily, she prepares the general information pages found at the beginning of the schedule books. She also schedules classrooms for student organizations and helps Kasler with the data entry required for scheduling classes each quarter.

Smith is faced with a new challenge as she is working on getting the Fall Quarter Schedule of Classes ready to be posted on the Internet.

"I've been learning a lot of HTML in the last couple of weeks to get the information out on the Web," Smith said. "I'm



Teresa Smith sits at her desk with a cross-stitched picture of Asta, her fox terrier.

learning by doing, and I feel like I have been asking [Technical Support Manager] Jim Parker questions every five minutes."

Previously, Smith was a reporter for the Athens Messenger for three years. She then moved to Zanesville where she worked as a layout typesetter and graphic designer for a publishing company. After three years

there, the Athens native and OU grad decided to come back to the Athens area.

"I wanted to come home mainly because my family's here," she explained. "And working for the Registrar's Office is much better than my previous position. It's a great environment, and you get a lot of encouragement."

Kasler's and Smith's supervisor, Assistant Registrar for Registration Marge Mowery, said, "Teresa has relieved Nancy a lot. Things have been pretty hectic in scheduling because Nancy has had to put out the last three schedule books basically by herself.

She has done a lot of work without a full time person to help." Mowery added that Smith's excellent word skills and basic HTML skills made her an obvious choice for the position. Smith holds a Bachelor's in history and a Master's in journalism.

Smith has moved back to Athens, where she lives with her wire fox terrier, Asta. ☼

The Inside *OUT*

Office of the Registrar
Chubb Hall
Ohio University
Athens, OH 45701-2979



Eighth-Day Add Policy to take effect Fall Quarter

Effective Fall Quarter, students may add a class via TRIPS or the Web only during the first eight days of each quarter. According to the new policy, after the eighth calendar day, students may add a class only with the instructor's permission.

The policy originated from the Educational Policy Committee, chaired by Associate Professor of Classics Bill Owens. It was presented to Faculty Senate in October of 2000 and passed in November. Many times professors will require permission to add the class anyway, but now this will be mandatory for all classes after the eighth day of the quarter.

Owens said the motivation for the policy was that previously, a student could add a class as late as the 15th day of the quarter, which is the beginning of the third week of the quarter. "That's 20 percent of the term," he added. "Many faculty, myself included, close down their classes earlier than this; however, the institutional message implied in the old policy was that there was nothing particularly wrong with missing 20 percent of a class right off the bat." He said the committee instead wanted to convey the importance of class time and committing to a class early in the quarter.

Owens emphasized that students still may enroll after the eighth day – they just need special permission to do so.

"[The instructor and student] will presumably come to an understanding about making up the work that has been missed," he explained.

With any policy change comes a number of steps taken by the Registrar's Office to implement and publicize it.

"Typically with any major policy change, we implement it in the Fall Quarter," said Associate Registrar Debra Benton, "so it will be added to the 2001-2002 University Catalog and Schedule of Classes."

Benton added that on a class screen in the Student Information System (SIS), an instructor can activate a flag on the screen that will require permission before registration for that class. Now, Benton said, after the eighth day of each quarter a program will run that will automatically activate the flag on all classes. After this point, the class permission slip process, known commonly as "pink slipping," will have to be used to enter a course.

Benton said the staff is not sure what will result when this policy change is implemented for Fall Quarter. "I don't think there will be a significant impact on either students or instructors, but it will be hard to tell until we do it."

Assistant Registrar for Registration Marge Mowery added, "I don't think it will have a big impact on us, but we will have to manually add each student that adds a class after the eighth day. But I think by the eighth calendar day of the quarter, most students will have already taken care of their classes."

The amended wording to the Academic Policies section of the University Catalogue will read as follows: "You may add a class via TRIPS or via Web Registration only during the first eight calendar days of the quarter. However, please note that departments or individual instructors may close registration for their courses prior to the eighth day. After the eighth day of the quarter, you may add a class only with instructor permission." ✪

**Fall Quarter 2001-2002 – Last day to add a class without instructor's approval:
Tuesday, September 11, 2001.**