

The Inside *OUt*

News From The Registrar's Office



Winter 2002

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Ohio University

Graduation application debuts on the Web

Simplifying the graduation application process was a definite goal for those who work in the Graduation Area at the Registrar's Office. The tedium of entering student data into the Student Information System (SIS) from hand-scrawled information on cards was endless, and colleges were bogged down with cards to review and file for each student.

In an effort to better serve the colleges and students, the Registrar's Office has been working with Computer Services to create an online graduation application, which will interact with SIS in real-time.

Although the application's initial launch date was set back, the goal was finally met on March 4.

"We'd rather have (the graduation application) delayed and working properly than launch the application just to say we had it up early," University Registrar Debra Benton said.

Jane Pidcock, Assistant Registrar for Operations, and Graduation Supervisor Jackie Quigley devised a plan with Benton to create a Web application. The trio conceptualized the essentials that the Web application needed and thought of additional features the online site should have. Their initial ideas have sprouted into a helpful application for graduating students.

"We wanted the application to be



The online graduation application is a reality thanks to the following team who worked hard to get it done: University Registrar Debra Benton; Matt Cassady, Senior Systems Analyst at Computer Services; Tom Perry, Assistant Director of Computer Services; Jane Pidcock, Assistant Registrar; and Graduation Supervisor Jackie Quigley.

on the Web for the ease of students," Pidcock said. "But also I think having the application online will make the graduation process easier for the Registrar's Office and the college student services offices."

Once the applications for the quarter are submitted, a batch job will create and send an electronic file to each college so that the colleges are aware of the students who applied for graduation.

Quigley, who offered insight into what the application should contain, said that the Web application simplifies the graduation process for students and makes the Registrar's Office run more efficiently.

"It's such a straightforward application that it will be easier for the students to understand the basics of the graduation process," Quigley said. "With the paper cards we got a lot of questions as to what the college codes are and what colleges students are in. This application will eliminate this as students' colleges and programs will appear online, along with any minors or certificates the student has declared.

"In addition I think the application will help all of our offices, such as the deans'

offices, college offices and the Registrar's Office, with the graduation process and reduce the amount of paper shuffling. The online application will make the process flow much easier."

The application features many options for students and plenty of guidelines to follow. Students can pay the \$50 processing fee online via CASHNET, as the application provides a link to this service; otherwise, the fee will be applied to the student's account, and the student will be billed by the Bursar's Office. Also, students can express their intent to attend the commencement ceremony by checking a box. This box serves as a flag for the Office of Public Occasions, notifying the office of which students plan to attend commencement

ceremonies, so they can send cap and gown information to the students, Pidcock explained.

Other options include different mailing addresses for diplomas and commencement information, and

also students can specify name spellings that will appear on their diploma. For instance, if students have

accents or other diacritical marks in their names, they can e-mail the Registrar's Office about the marking so that their name appears correctly on their diploma.

The online graduation application can be found by visiting the Registrar's Office on the Web at www.ohiou.edu/registrar.

Computer Services has assisted in the creation of the graduation Web applica-

Grad Application cont. on next page

To access the graduation Web application, go to www.ohiou.edu/registrar

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Registrar's Corner



**University Registrar
Debra Benton**

Welcome to my inaugural Registrar Corner. I've been in my position for six months now and what a busy time it has been. Fortunately, we have a great staff and I've almost completed my goal of meeting with each staff member individually to learn more about them and seek their input.

In my first six months we lost two employees—one to retirement (Sallie Carsey) and one to pursue a different career (Shari Clapp). I would like to applaud all of the staff members who pulled together to get us through the quarter opening without Sallie, one of our veteran student services window employees. We gained an employee, Andy Flinn, who is a great addition to the DARS team. We also had a staff retreat to focus on the proposed changes to the General Education program and to learn more about the Family and Medical Leave Act. In addition to discussing these topics, we were able to have some fun at our retreat by learning more about one another.

My other goals include increasing service to students, faculty, and staff by utilizing technology. We are very proud of our new online Application for Graduation. This should reduce the manual processes currently being done by our office, the college student services offices, and the Office of Public Occasions, and it should make it easier for students to apply for graduation. I'm also proud of an effort that is under way to develop "one-stop shopping" online for students. The idea is for students to use their OAK ID and password to log in one time for online access to check financial aid, look at their bills, pay fees, look at their schedules, check their grades, etc.

As you can tell we have been busy. I hope we can continue to keep up this pace. Should you have an idea of how we can improve, please don't hesitate to drop me a line. ❄

bentond@ohio.edu

Inspiring Thoughts

"Far and away the best prize that life has to offer is the chance to work hard at work worth doing."

— Theodore Roosevelt

"Hard work spotlights the character of people: some turn up their sleeves, some turn up their noses, and some don't turn up at all."

— Sam Ewig

"I am only one; but still I am one. I cannot do everything, but still I can do something; I will not refuse to do something I can do."

— Helen Keller

Grad Application cont. from page 1

tion, which has morphed with the help and guidance of Matt Cassady, Senior Systems Analyst at Computer Services, and Tom Perry, Assistant Director of Computer Services. The Registrar's Office worked as a team with Computer Services to update SIS screens with real-time data and to target possible problem scenarios in the application.

The process of creating and testing the application took several months of work for Cassady and Perry. They worked closely with Pidcock in the testing to iron out glitches and brainstorm any problems a student could face.

"We're trying to decide what can turn out problems, like what permeations that a student can come across," Perry said.

Another issue was finding a way to change data if a student made a mistake on the graduation Web application. "A lot of the problem is allowing for changes after students have entered the data. That is probably the biggest obstacle we've faced," Perry said.

Other online University applications utilize a database with information that has to be uploaded into a mainframe, Perry explained. However, all Registrar applications are linked to SIS using Crossplex, which is software that updates information in real-time. Once data is entered into SIS, it is more difficult to allow for changes.

Possibly the most difficult Web application that Computer Services has had to create for the Registrar's Office was the Web Registration application, Cassady said. "Web Registration was probably harder because we were doing things manually; but, as for this application, we're trying to accommodate (the Registrar's Office) as best as we can," Cassady added.

Thanks to Computer Services, the Registrar's Office continues to make technological advances that benefit students, staff, and faculty. Another Web application in the works is an online application that will allow academic advisers to access student class lists and other information. Also, an online transcript request form for students will be available soon.

So as the Registrar's Office pushes forward with various Web applications, Computer Services will continue to create new services and offer assistance in any way possible, Cassady said. ❄

The Inside *OUt*

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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.

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76th annual OACRAO 2001 conference offers networking, idea-sharing opportunities

Worthington, Ohio, was the setting for the 76th annual meeting of the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO). From Nov. 7-9 at the Clarion Hotel, regional universities met to share problem-solving ideas and make contacts. Various Ohio University administrators presented or chaired pertinent sessions, which included:

OU Registrar Debra Benton co-presented "Web Processing – Three Schools' Experience" with Stu Terrass of Mount Union College and Mel Severns of Mount Vernon Nazarene College. Benton featured OU's Web Registration application and other online services that OU offers.

Clinical Mental Health Counselor Sheila Williams and Dr. Jeanne Heaton, Psychologist, presented "101 Ways to Manage Information Overload," which outlined how to multitask and categorize those tasks that are most important.

Assistant Registrar Jane Pidcock co-presented with Cindy Davis of Otterbein College on a session titled "Those Who Can Do ... Can Teach – Training Faculty and Staff to Use Your SIS." Pidcock also chaired the "FERPA – How to Handle Subpoenas" session.

Steve Flaherty, Associate Vice President for Regional Higher Education; Bill Jones, Assistant Vice President for Academic Services; and David Axsom, Assistant Director of Admissions, joined to denounce transfer dilemmas in "Crossfire – Transfer Credit Evaluation Course-by-Course or 2 Plus 2?"

Assistant Registrar for Registration Marge Mowery chaired a session targeting major system conversions called "System Conversion – What Every Registrar's Office Needs to Know."

Assistant Registrar Bob Myers served as chair for a historical session called "OACRAO History – What's Dave Got in Those Boxes?"

Notably shorter sessions and a new approach to ending the meeting were part of a new format for OACRAO. Benton said she was pleased with the closing statements and the



Jane Pidcock, Assistant Registrar for Operations, was honored with a lifelong membership to OACRAO for her many years of service to the organization.

way the sessions were handled.

"(The sessions) made me appreciate what we have when you hear other universities' stories," Pidcock said. "We're so technologically advanced, with features such as Web Registration and TRIPS, that we sometimes forget what it was like when we had to do all of these tasks manually."

Assistant Registrar Jane Pidcock was honored with a lifetime membership to OACRAO for her continuous commitment to the organization over the years. With her retirement fast approaching, Pidcock was pleased to receive the dedication. "It was wonderful to be recognized by OACRAO," Pidcock said.

This meeting also marked the last year that Myers would serve as Vice President of Program for OACRAO. He and a committee formulate the program sessions for meetings during his 2-year term. "I enjoy working in OACRAO, so it's a labor of love," Myers said.

Hard work and dedication to the program will continue for Myers because he was appointed to the position of Vice President of Membership Development. His new position will allow him to take an in-depth look at why memberships have lapsed or why some universities remain unaffiliated with OACRAO. He will explore the option of including out-of-state universities, which work closely with Ohio institutions (like those in Pennsylvania, West Virginia or Indiana), that would benefit from the program.

As a break from the meeting, members attended a mystery dinner theater, and the scholarship committee, which comprises five regional teams, sponsored a silent auction fund-raiser, selling gift baskets and signed university memorabilia.

Also, members played Euchre for prizes with Shari Nogrady, Reporting, Encoding, and Security Manager, and Jackie Quigley, Records Management Coordinator, winning 2nd and 3rd places, respectively. ✱



Assistant Registrar Bob Myers (far right) participated in a meeting of OACRAO executives seen here. He finished up his 2-year term as Vice President of Program and was appointed to the new position of Vice President of Membership Development.

ADDT Screen Highlight

Student Information System

FUNCTION:	***	ADDRESS	***	02/14/02	RGMM	P185	0	ADDT

ID=	P000000000	SMITH, JACK M	SSN:	12345678	DIR REL:	Y		
ADDR TYPE=	LO		FROM DATE=	2002/01/10	ADR FLG:	Y		
ADDRESS LINE 1...	123 N LANCASTER ST							
ADDRESS LINE 2...								
BLDG ROOM.....								
CITY.....	ATHENS							
STATE.....	OH							
ZIP-CODE.....	45701							
COUNTRY.....	000							
PHONE DAY.....	740 555 6789							
PHONE NITE.....								
TO DATE.....	9999/12/31							
LAST MOD.....	RGC2	2002/01/10						

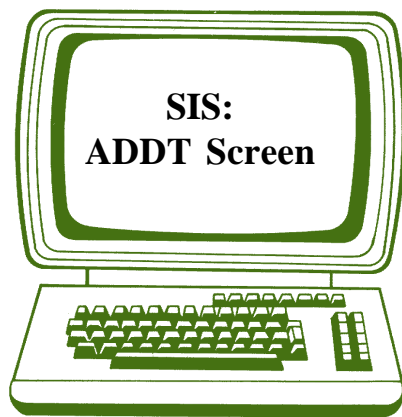
The SIS Address Screen (ADDT) is a convenient view-only screen for SIS users to access when they only require basic address information and need to make a printed copy of the screen. The ZADD screen is used in order to make address changes, but because ZADD also displays pertinent student data along with the address information, many SIS users hesitate to release copies of the ZADD screen. Therefore, by using the ADDT screen when viewing and printing address data, the Registrar's Office and other University offices can better protect confidential student information.

To inquire on the ADDT screen for a particular student, a user should type ADDT on the function line and press <enter> to bring up the screen. Then type "s" or "inq" on the function line and tab to the ID field and type the student's PID number or blank the field and tab to the SSN: field and type the SSN. Then tab to the ADDR TYPE field and type the address type that you wish to display or space out or leave the address code blank which will cause the system to default the first address code on file for the student. (Valid address codes are: BL = billing; B2 = duplicate bill; CK = refund check; CO = commencement

information; DP = diploma; GR = grades; IM = imaged record; LO = local/school; PM = permanent; TP = temporary.) Tab to the FROM DATE field and blank out the date and then press <enter>. Once the address data is displayed on the screen, you may scroll through all addresses on file for the student by pressing <enter>.

It is important to note that on the top right of the ADDT screen appears the DIR REL: field with Y indicating that directory information may be released and N indicating that the student has requested confidentiality, meaning that no data – even addresses – should be released to a third party. Also, the ADR FLG: field displays a Y/N flag with Y representing that the address displayed is a valid address and N indicating that the address displayed is invalid.

At the bottom of the ADDT screen, the TO DATE field will usually display 9999/12/31 as a default date unless the student indicates a certain date that the address will expire. Another important field is the LAST MOD field that shows the initials of the user that updated the address and the date that the change was made in SIS. ✱



SIS Functions Quick Reference

The function prompt allows the SIS user to move from one screen to another by typing the four-character screen ID or to perform various processes on the data. Depending on a user's security access, the following are valid functions.

VIEW Functions

BLANK -- clears all fields on screen.

CLEAR -- clears all fields except sensitive fields and automatically enters ADD in the function field.

E or **END** -- ends a pause session and returns to previous session or signs user out of the 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.

PAUSE XXXX -- allows the user to pause and suspend processing and go to XXXX (where XXXX is a screen name: e.g. PAUSE ZPUB <enter>). The paused screen will remain frozen until user resumes typing in it.

spaces -- to scroll to next screen of data.

SKIP -- accesses the next screen that follows in the menu.

XXXX -- accesses the screen XXXX (where XXXX is the four-character ID screen: e.g. ZPUB <enter>).

UPDATE Functions

A or **ADD** -- adds a record or records.

C or **CHANGE** -- modifies data for a particular record or records.

DEL or **DELETE** -- deletes a record or records.

MENU Functions

AUTOSKIP -- automatically displayed to indicate that by pressing the <enter> key, the first screen or menu screen will appear.

TOP -- accesses the main menu of the system of the screen the user is currently on.

UP -- accesses the next highest menu associated with the current screen.

01-99 -- refers to the numbers displayed next to the menu choices on menu screens. The user can enter a number instead of the four-character screen ID to move to the next screen.

**Cut this out and post near your computer for quick and easy reference!*

College of Osteopathic Medicine

The Ohio University College of Osteopathic Medicine (OU-COM) is the only osteopathic educational institution in Ohio. It was created by the Ohio Legislature in 1975 and opened its doors in September 1976. OU-COM is one of 19 osteopathic medical schools in the United States and is one of 25 schools in the country to be designated by the federal government as a center of excellence.

OU-COM has consistently ranked as one of the nation's top schools in the training of primary care doctors. In fact, in one recent year, the American Medical Student Association Foundation's annual Primary Care Scorecard rated OU-COM as the nation's top



Most of the offices of Osteopathic Medicine are located in Grosvenor Hall.

medical school in terms of the percentage of graduates choosing family practice residencies. OU-COM is also the premier primary care institution in the state of Ohio, with the highest percentage of graduates entering primary care.

New Dean Jack Brose, D.O., attributes the cooperation among offices in the college to everyone's being "focused on student education." There are three major areas to the college consisting of about 335 employees: Academic Affairs, Research, and Operations. Although training the best osteopathic physicians is the college's first priority, research is also an essential part of medical education.

Changes to the office that Brose has introduced since his start as dean include restructuring and consolidating positions. He has reduced senior administration by two people, one of which was his former position and one that was turned into a faculty position. Directors of several offices now report directly to the Operations Unit instead of the dean, and the grants unit and the research unit have been combined into one office. New positions, which were created without hiring additional personnel, include Chief Financial Officer, Chief Operating Officer of Information, and increased staffing for course evaluations.

John Schriener, Director of Admissions, says that OU-COM prides itself "in fulfilling the mission of the college on a day-to-day basis." The college's mission is to educate osteopathic physicians, to expand biomedical knowledge, to serve the community, and to support diversity.

About 410 students are currently enrolled in the College of Osteopathic Medicine, which annually admits about 100 students into its four-year program. Students can choose between two inno-

vative curricular paths that embrace an active case-presentation model, but which employ different learning styles.

Most students entering OU-COM enroll in the Clinical Presentation Continuum (CPC) curriculum, while about 20 percent of OU-COM students enroll in the Patient-Centered Continuum (PCC) curriculum. The CPC curriculum is the more faculty-directed of the two curricula; this program integrates biomedical science and the clinical fundamentals of medicine in case presentations that focuses on the most common and important symptoms of patients. The students engage in small case-based learning groups where they explore the findings in each case, decide upon differential diagnoses, and collaboratively arrive at a treatment plan for the case patient.

The PCC, a more student-directed curriculum, also employs the case-presentation model. It emphasizes small group discussion, case study analysis, collaborative learning, and problem solving where the students define learning objectives and direct the course of discussion and inquiry.

Students complete their first two years of study at the main campus and pursue the final two years of the program at one of the college's affiliated clinical teaching sites called Centers for Osteopathic Research and Education (CORE) located throughout Ohio. Currently, 12 Ohio hospitals serve as CORE training sites around the state and offer students a variety of medical training in both primary and specialty care in urban, suburban and rural settings.

OU-COM has many fellowship programs for medical students, which include fellowships in Osteopathic Manipulative Medicine, Family Medicine, and Preventative Medicine/Public Health. The college also coordinates a nationally recognized health policy fellowship program for practicing osteopathic physicians and leaders in the osteopathic profession. Medical students can gain international experiences through OU-COM's international program, with opportunities in countries such as Kenya, Ecuador, Scotland, China, and others.

Brose says the Ohio University College of Osteopathic



New Dean Jack Brose sits in his office in Grosvenor Hall.

Medicine extends beyond Athens to the rest of the Southeastern Ohio region and throughout the whole of the Buckeye state. He points out that Ohio University medical students and faculty are present at each of the 12 CORE-affiliated hospitals. These students and the CORE Clinical Faculty are linked with the main campus

College Highlight cont. on page 7

DARS team welcomes new System Analyst

The Registrar's Office welcomes Andy Flinn, a new employee beginning winter quarter. Before accepting his new position at the Registrar's Office, Flinn worked as an adviser in the College of Education at Ohio University. Flinn earned a degree in English at West Virginia University, where he also earned a Master's Degree in Higher Education Administration. He is currently working toward earning his Ph.D.



Andy Flinn is the newest member of the DARS team.

After working at the College of Education and knowing the importance of the work of the Registrar's Office, Flinn was "incredibly thrilled and honored" that he was offered a position here.

"I am very pleased with the way his skills complement the DARS team," says Bob DeLong, Assistant Registrar for DARS and Technical Support and Flinn's supervisor. Flinn's new position includes keeping DARS reports current and accurate, assisting DARS users from the deans' offices, and assisting with the software upgrade of the degree audit system.

"He possesses a high level of familiarity, appreciation, and understanding of the significance of the degree reporting system (DARS)," said DeLong. ✨

Registrar Retreat 2001 highlights office, provides informational sessions

Crayon drawings of stick figures and smiley faces hang behind Assistant Registrar Bob Myers's office door. "The staff always enjoys team-building exercises," Myers said, smiling. Just like a proud parent discussing a child's artwork taped on the refrigerator, he can candidly recall who sketched each drawing, which shows employees' depictions of how the Registrar's Office is organized.

The drawings are a product of an exercise Myers developed for the annual Registrar Retreat. He requested that Registrar staff sketch depictions of how they thought the office functioned. Through the drawings, it was evident that everyone agreed on one fundamental truth – each area is dependent on one another.

The annual Registrar Retreat was held on Dec. 6, 2001, at Baker Center. The event was designed as an informational retreat as Employee and Labor Relations Director Linda Lonsinger and Assistant Vice President Jim Kemper, both from Human Resources, spoke about the Family and Medical Leave Act (FMLA). Despite informing University employees and Registrar staff about a bland topic, Lonsinger and Kemper managed to make the discussion interesting.

"FMLA is a very dry subject, but they were entertaining, and they tried to add humor to it," Myers said.

Myers gave a recap of last year's retreat, which included ways of improving the work environment. University Registrar Debra Benton and Associate Professor of Classics Bill Owens spoke about the new General Education requirements. Benton also gave closing remarks, highlighting areas that comprise the Registrar's Office.

"The overview of the upcoming changes to the General Education requirements was highly beneficial," said Bob DeLong, Assistant Registrar for DARS and Technical Support.

Ruth Van Schoor, Records Management Assistant at the Registrar Services Area, also thought the discussions were helpful and the overall feel of the retreat was informative. "It was fun. We had a good time and discussed topics that needed to be discussed," Van Schoor said.

Aside from a tasty lunch that was served, a drawing was held in which Scheduling Supervisor Nancy Kasler won a beautiful plant aquarium.

As for the next Registrar Retreat, the committee has not had a chance to meet and to discuss options. "We haven't had a chance to plan. ... We have every hope of having a retreat, but it's going to be more limited due to funding," Myers said. ✨

News Blurbs

The Registrar's Office bids farewell to Shari Clapp, who worked in the DARS area for two years. Supervisor Bob DeLong said, "Shari was a valuable member of the DARS team. Her contributions helped improve the quality of service we provide to students, faculty, and staff." We wish her well in her new position. ✨

If you see University Registrar Debra Benton, ask her about her holiday break! ✨

OU alum David Jones, son of Bill Jones, carried the Olympic torch in Reno, NV, this year! ✨



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 online at www.ohiou.edu/registrar or at the Registrar's Service Windows in Chubb Hall or at regional campus student services offices.

APPLICATION DEADLINES

Apply for graduation by:

April 2, 2002
July 25, 2002
September 19, 2002
January 14, 2003

DEGREE GRANTING DATES

If you wish to receive your degree:

Spring Quarter -- June 1, 7, 8, 2002
Summer Quarter -- August 24, 2002
Fall Quarter -- November 27, 2002
Winter Quarter -- March 22, 2003

Deadlines Are Final

Sallie Carsey retires after 15 years of service

Once spring hits, don't try calling Sallie Carsey on the weekends. Oh, and this summer, if you stop by the house, it's unlikely that she'll be home. Possibly the best way to hear from Carsey is to wait for a postcard. You see, she has been anticipating her retirement for 15 years, and she has big travel plans in the works.

Until Jan. 1, 2002, Carsey worked as the Records Management Assistant for the Registrar Service Windows. When she initially started working for the Registrar's Office in September '86, she said she would work for 15 years and then retire to spend more time with her family. Now, Carsey's dream is realized.

"I can't wait to see Yvonne (Nice) driving to work on the first snowy day, while I'm still snug at home," Carsey joked.

Prior to working at the Registrar's Office, Carsey began her career at Ohio University by working as an assistant to the University President, Mr. Brandon, in 1960. Grover Center was a new facility, and Carsey enjoyed being part of a dynamic team.

However, Carsey's priorities changed, and she went on hiatus from the University to raise a family. But by the mid-'80s, Carsey decided to head back to work. She was hired by the Admissions Office and dabbled in the Precollege area before she settled into processing transcripts as a Records Management Assistant at the Registrar's Office.

For years, students would line up at her window to request transcripts or ask questions. While standing in line, bored students began focusing their attention on Carsey; so over the years, students felt like they knew her.

"I don't care where I went, people would recognize me. 'Hi there transcript lady!' I would get that a lot. ... They look at you while they're standing in line. They'd stood here and stared at me for four to five years."



Sallie Carsey retired from her position as the Records Management Assistant on Dec. 31, 2001.

University Registrar Debra Benton said Carsey's absence from the Registrar's Office will be noticeable for not just University employees, but also for the students she served.

"Sallie was a great employee. She was always very friendly and helpful to students, faculty, and staff. She was very dependable and always upbeat," Benton said. "It will be difficult to replace Sallie, and I imagine that we will get many questions as to where the lady at Window number 5 went."

With more time on her hands, Carsey plans on taking weekend driving trips with her husband and fulfilling their goal of an extended trip west for about a month. Also, she hopes to use up some frequent flyer miles traveling across the country.

Regardless of what Carsey does with her spare time, she has no doubt that she will miss her job at the Registrar's Office and the lasting friendships she has made.

Oh, and she'll also miss those students staring at her, affectionately calling her "the transcript lady."

But there's no doubt her presence will be missed around the office. Carsey added a spice of spunk to the office that brightened people's day.

"Sallie will be sorely missed. She has a presence that is up and bubbly ... she's always smiling and more than courteous," Assistant Registrar Bob Myers said. "... She gave a new definition to customer service. Students, staff, and faculty will miss her because she was so thorough.

"She loved her job, and how many of us can say that?" Myers added.

To honor Carsey's contributions to the office, Registrar employees and friends threw a retirement party Jan. 18. The office's party highlighted her 15-year career with the University and celebrated her tenure at the Registrar's Office. ✨

College Highlight cont. from page 5

through frequent use of computer networks and video teleconferencing equipment. OU-COM also has two mobile health units that provide immunizations and medical screenings to rural and underserved areas here in Southeastern Ohio.

The Student Affairs office within OU-COM offers many services to students. Patricia Burnett, Director of Student Affairs, says the best part about the office is that everyone knows they are there to serve students. The Student Affairs office works cooperatively with the Bursar's Office, the Registrar's Office, and many of the other offices in Chubb Hall to effectively assist students. Student Affairs also works closely with the admissions office within OU-COM and the Center of Excellence to recruit under-represented students and welcome new students.

In addition, Student Affairs keeps academic records, monitors student progress, supports student government and student education advising, conducts tutoring and academic support programs, and coordinates minority student support.

According to Burnett, the Student Affairs office most efficiently takes care of financial aid concerns. The office is so technically advanced in providing basic financial aid, Burnett says, that they have the opportunity to provide medical students with many "extras"—including fun workshops that highlight ways of budgeting, lowering debt, accumulating savings, and making good decisions concerning money.

The atmosphere of OU-COM is best summarized by Dean Brose: "The College is made up of diverse, dedicated, and talented personnel all devoted to providing outstanding medical education." ✨

The Inside *OUT*

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Online services Web page in the works

Jaunting from office to office in search of applications can perplex students and faculty. As a result, every quarter University departments offer more online applications and services to eliminate paperwork. Thus, as Ohio University continues to make a conscious effort to shift to online services, Web savvy students and faculty now have to bounce from site to site in search of online applications.

University Registrar Debra Benton can relate to the student experience of clicking from link to link on a Web site in search of applications and services, and she wants to alleviate this hassle.

Benton has proposed a one-stop Ohio University Web page be created to help students and faculty locate the online services that they need. Benton convened with a group to discuss the proposal in November, and the Web page's initial work is already under way at Computer Services.

"We had our first brainstorming meeting with Deb to decide on what the site should accomplish," said Tom Perry, Assistant Director of Computer Services. "We want to make it easy to use one single sign on, such as an OAK ID password, and then let the students choose where they want to go, so they don't have to keep logging in to each Web application."

The online services page will include any online application or service offered by any OU college or office. By combining services around campus, the Web page will serve as a reference for

students and faculty.

To access the page, students will be required to use their OAK ID password, and they will need to know their most recent registration access code (RAC) in order to register for classes as well.

This Web page proposal comes as the University has decided to change RACs every quarter beginning Fall Quarter 2002. This initiative will be implemented in hopes that more students will go to their advisers to pick up their degree audit reports (called DARS) during the designated advising week every quarter. The University has found many students do not go to their advisers to get their DARS reports, which leads to postponed graduations because of overlooked course requirements, Benton said.

The Web page benefits the RAC change initiative and can serve as a safeguard for students, because students will have to use their RACs as an integral part of the site. If students' RACs are not compatible with the Web page, which will be linked to SIS, then the students know that their RACs have changed, and they must obtain an updated DARS report from their academic adviser.

Benton said this quick, one-stop Ohio University Web page for student and faculty online services has been a goal for some time, and she appreciates the help and dedication that Computer Services has shown for the project. Benton said the page should be in place before May. ✱

Visit the Registrar's Office on the Web at www.ohiou.edu/registrar.