

REGISTRATION AND RECORDS

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Introduction

The individual student deserves highly accurate, timely, and courteous services in registration and records. Information collected in these processes serve as the basis for reports, descriptions, research and analyses of the students to internal and external agencies. The Office of the Registrar seeks to meet these requirements so that students may achieve their own goals.

Historical

The Office of the Registrar was established early in the development of the college and was involved in the "planning year" activities. Employment of an experienced Registrar provided early expertise for the problems and requirements of a Registrar's Office, especially in a non-traditional educational setting. Consequently, the office is founded on sound principles and policies.

The aims of the Registrar's Office continue to be the same as those stated in the 1971 Self Study Report. Those were:

To devise a simple, yet comprehensive, registration routine which will take a minimum amount of student, faculty, and staff time and effort.

To construct a student information system which will serve the Admissions Office initially and, after registration time, the Registrar's Office and other institutional offices needing specific information.

To construct and maintain an academic record-keeping system which will serve the student and the institution at all times, providing an immediate examination of student status and progress. This process includes errorless posting techniques.

To devise a means of preparing transcripts of credit (and portfolios) quickly and correctly at students' requests.

To process materials for veterans, Selective Service registrants, and Social Security beneficiaries quickly and correctly. Student residency affairs will be handled here also.

To evaluate and document onto our permanent academic records the work accepted from other educational institutions.

To respect and protect the confidential nature of student personal information in our files.

To develop the institutional calendar annually,

To develop and monitor a Campus Services Card (student ID) which will be used in a campus-wide systems approach.

To provide institutional reports to all necessary off-campus agencies.

To provide institutional reports to all necessary on-campus offices.

To provide quarter-end reporting of credit achievement for each student enrolled.

Analysis And Description Of Program

Registration. Data for the Student Information System (SIS) is created at the time of application for admission. These data serve as the basis for registration and records. Material is mailed to each student well in advance of registration. An "Advising Fair" is held in conjunction with registration to enable students to know about the new programs being offered for the coming year. All registrations are received and processed directly by the Registrar's Office. Those registering "in-person" will know at that time of registration the program into which they have been enrolled. Those registering by mail will receive a confirmation of the program into which they have been enrolled by mail.

Registration for Fall becomes, in effect, registration for the year. Program changes can be made at any time.

Once fees are paid, various certifications (i.e., Veterans) can be made and statistical reports generated. Fees are billed quarterly according to the Tuition and Fee Schedule.

Changes in program registration (called "switching") are accomplished by completing the "Change of Registration Form". Currently, only 15% do change programs, and can do so throughout the quarter. As in most colleges, changes in programs are the result of inadequate academic program information. Improvements in faculty/student contact in this area may reduce some of the switching, though probably not all of it.

One phase of registration is the preparation and issue of Student Identification cards. Our current "vendor" requires six to eight weeks for delivery of the photo card to the student; temporary cards are issued during the interim. We are considering other alternatives including changing vendors or purchasing equipment.

Records. The Registrar's Office evaluates transfer and national examination credit (including College Level Examination Program and Advanced Placement) as a service to the faculty. Credit awarded is updated in the student's record.

At the end of the program or contract, credit awards and evaluations from the faculty and student are received. Credit awards are entered into the Student Information System and a new permanent record is printed. One copy is sent to the student and another retained in the Registrar's Office. Evaluations are microfilmed, then held in folders; the microfilm of the record and evaluations are inserted into microjackets for each student. Some backlog has developed in the microfilming of records due in part to missing faculty evaluations. This backlog does need to be reduced as soon as possible; this is being worked on aggressively.

No grades are issued, only credit awards and narrative evaluations. As a result, various rank-in-class listings are not possible.

Current provisions for record security are minimal. New facilities are under construction which will correct this problem. Off-campus storage of duplicate copies of micro-filmed material is accomplished through the Department of Archives.

Considerable difficulty has been experienced in securing evaluations from some members of the faculty at the end of a program or contract. Part of the problem to date has been the lack of prompt follow-up procedures in the Registrar's Office. This matter is being addressed at several levels and should be largely resolved during the current year.

As the College ages, increasing requests for transcripts will create the need for more sophisticated systems of transcript production. Transcripts are multi-page documents and must be complete before issue.

Of continuing concern is the acceptability of Evergreen graduates into graduate and professional schools. As noted in the section on Financial Aid and Placement, we have had relatively little trouble. Due to the exceptional nature of the Evergreen transcript, both in length and in content, some schools do request additional clarification before considering these students. Every attempt is made by the Offices of the Registrar, Career Counseling, and Placement to assure any student who needs help in this respect receives it. The Registrar's Office may be able to help further through an improved transcript explanation or by personal letters to the individual receiving the transcripts who may not know about Evergreen's program and philosophy.

AACRAO Guidelines. Good use has been made of the AACRAO publications in developing the policies of the office. Examples of this are the policy on release of information and transcript adequacy.

Campus Relationships. Campus communications with the faculty has been largely through one of the Academic Deans. In the near future, regular meetings with all the Academic Deans will take place and should improve

that relationship. It is anticipated that increased and more direct communication with individual faculty members will also occur.

Students receive information relative to registration through the mail. All other contact is on a personal basis. Leaves, withdrawals, switches, transcript requests, and other requests of the student are handled by direct contact with the student. More information could be disseminated through the campus radio station (KAOS), the student paper (Cooper Point Journal), and other forms of student information.

Information from exit interviews is important to the ongoing evaluation of the office. Criticisms from the College community are helpful.

Relationship with other administrative offices are maintained through regular meetings.

Reports. Demographic information about the students is made available through regular reports. Enrollment statistics are generated quarterly as requested by the Governor's Budget Bureau and distributed. Analysis of the data available is made and news releases issued. Internal and external understanding of the learning experience can be gained through the information available in the records.

Space and Equipment. A new facility nearing completion is the Seminar Building, which will satisfy the space requirements of the office several years into the future. Record security will be satisfactory with the fire-proof vault included in these facilities. Most of the microfilming equipment, etc., required is currently on hand or ordered. In the future, microfilm to hard copy equipment will be used more extensively. Other items may include student ID card production equipment.

One feature of the new facility which may be antithetical to the Evergreen philosophy are the physical barriers within the office which rigidly separate students from the staff. Extra effort will need to be given by the staff in recognizing this factor in their contact with the student. Facility adjustments will be sought if this does not solve the problem.

Academic Regulations. Since the institution is new, the problem of old regulations is not a considerable one. Attention does need to be given to the systematic and orderly retention of these in the future, however.

Staffing. The staff of the office is knowledgeable of the work to be performed. They do it competently and pleasantly. It is essential that their salaries be maintained at an adequate level to avoid their being enticed into other areas of the college for more money alone. A well-trained staff is essential to the successful operation of the office. The staff consists currently of the Registrar, Assistant, two clerical people full-time, and three part-time people.

Future

With a growth rate of approximately 200 students per year, minimum impact on the Registrar's Office is anticipated. During the next few years, office policies and practices will be smoothed out and expanded. Additional staff will be needed - probably at the rate of one-half full-time equivalent employee per year. The new facility should be adequate over the next ten years with the projected rate of growth. Some additional equipment may be required for transcript production. Securing faculty evaluations of student performance may continue to be a problem needing attention.

ENROLLMENT BY QUARTER BY YEAR

Fall

	Full Time	Part Time	Total	Winter	Spring	Summer
1971-72	1,104	74	1,178	1,082	1,010	260
1972-73	1,948	87	2,035	2,024	1,796	483
1973-74	2,203	124	2,327	2,146	--	--

YEARLY ENROLLMENT BY PROGRAM

1971-72

Fall

	Full Time	Part Time	Total	Winter	Spring	Summer
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BASIC COORDINATED STUDIES

Causality, Freedom & Chance	96	3	99	82	72	---
Contemporary American Minorities	59	3	62	57	55	---
Human Development	118	---	118	104	89	---
Individual in American Society	151	1	152	143	132	---
Individual, Citizen and State	105	5	110	84	59	---
Political Ecology	97	3	100	90	76	---
Space, Time and Form	97	3	100	81	74	---
Problem Solving-Games & Puzzels	---	---	---	---	13	---

ADVANCED COORDINATED STUDIES

Communications & Intelligence	72	---	72	64	53	---
Environmental Design	72	7	79	78	75	---
Man & Art	51	6	57	72	72	---
Human Behavior-Self & Society	109	4	113	107	96	---

GROUP CONTRACTS

The Evergreen Environment	30	2	32	30	25	---
Adult Seminar in Human Behavior	---	8	8	10	2	---

INDIVIDUAL CONTRACTS

	47	29	76	80	117	260
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TOTALS	1,104	74	1,178	1,082	1,010	260
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YEARLY ENROLLMENT BY PROGRAM

1972-73

	Fall					
	Full Time	Part Time	Total	Winter	Spring	Summer
<u>BASIC COORDINATED STUDIES</u>						
Natural & Social Science:						
A Modular Approach	118	2	120	106	87	--
American Studies	85	1	86	81	69	---
Western Civilization	79	3	82	68	58	---
Human Ecology	126	1	127	131	121	---
Mind and Body	119	--	119	115	94	---
Male-Female Roles in Society	112	9	121	106	97	---
Learning About Learning	132	--	132	120	105	---
Japan and The West	55	1	56	50	43	---
<u>ADVANCED COORDINATED STUDIES</u>						
Human Development II	120	1	221	123	110	--
Politics, Values & Social Change	64	1	65	57	58	---
Image and Idea	126	2	128	130	--	---
Life on Earth	64	--	64	46	42	---
Communications & Intelligence	15	--	15	--	--	---
<u>GROUP CONTRACTS</u>						
Music	41	2	43	42	39	--
Impact of Buddhism on The West	20	--	20	21	--	---
The Evergreen Environment	29	1	30	29	26	---
How To Be An Innovative Teacher	19	--	19	16	12	---
Studies in History & Culture	24	--	24	22	18	---
Ceramics	9	--	9	12	11	---
Native American Field Studies	15	--	15	11	9	---
Wilderness & Consciousness	26	1	27	21	19	---
Whole System Earth (The Future)	18	2	20	19	10	---
Theater Arts	19	--	19	17	13	---
Personal, Group & Organizational Change	12	--	12	9	9	---
Europe: Study Abroad	29	--	29	24	19	---
Art & Environment	12	--	12	11	9	---
Experiment in Journalism	5	--	5	--	--	---
Experimental Structures	18	1	19	17	21	---
Judeo-Christian Heritage	4	1	5	--	--	---
Group Contract in Counseling	26	--	26	17	15	---
Urban Planning	18	3	21	23	23	---
Group Contract in Art	19	2	21	19	14	---
A Year in Sweden	--	--	--	6	5	---

Community Action Network	---	---	---	4	---	---
The Nature of Man	---	---	---	3	---	---
The Ocean	---	---	---	4	---	---
Creative Photography	---	---	---	---	16	---
Cinema	---	---	---	---	26	---
Media Arts	---	---	---	---	24	---
Multimedia	---	---	---	---	19	---
Contemporary Sound & Music	---	---	---	---	20	---
I Ching and Related Studies	---	---	---	---	8	---
Traditional Art	---	---	---	---	9	---
International Film Production	---	---	---	---	---	25
Constitutional Law and Liberty	---	---	---	---	---	20
The Dance	---	---	---	---	---	6
Mobile School Unite In	---	---	---	---	---	---
Elementary Education	---	---	---	---	---	18
The Individual and Community	---	---	---	---	---	10
The Natural History of	---	---	---	---	---	---
the Northwest	---	---	---	---	---	21
<u>INDIVIDUAL CONTRACTS</u>	370	53	423	544	518	383
TOTALS	1,948	87	2,035	2,024	1,796	483

YEARLY ENROLLMENT BY PROGRAM

1973-74

	Fall			
	Full Time	Part Time	Total	Winter
<u>BASIC COORDINATED STUDY</u>				
Nature and Society	67	1	68	59
A Matter of Survival	87	1	88	57
Man and Nature	124	1	125	116
PORTALS	118	2	120	114
Individual in Contemporary Society	128	4	132	107
Democracy and Tyranny	93	2	95	79
Words, Sounds and Images	86	1	87	76
Form and Function	80	—	80	67
Native American Studies	62	1	63	74
<u>ADVANCED COORDINATED STUDIES</u>				
Matter and Motion	85	—	85	72
Ecology & Chemistry of Pollution	37	2	39	35
Power & Personal Vulnerability	72	2	74	65
Freud and Jung	94	2	96	65
Dreams and Poetry	53	2	55	52
America's Music	83	4	87	77
<u>GROUP CONTRACTS</u>				
Seacoast Management	18	—	18	14
Marine Life and Water Quality	22	—	22	24
The Evergreen Environment	49	1	50	39
Basic Skills in Science Technology	17	—	17	16
Molecular Biology	18	2	20	18
Psychology in the Community	49	—	49	46
Revolt In/By Economics	28	—	28	21
Power & Decision in American Writing	17	—	17	12
Japan and The West	15	1	16	16
Language, Culture & Writing	29	—	29	25
Art and Society	4	—	4	—
International Film Production	24	—	24	21
The Classics	20	—	20	21
Women in Literature	21	—	21	25
A Year in Sweden	10	—	10	2
Group Contract in Theater/Dance	38	1	39	31
Group Contract in Two Dimensional Art	24	1	25	22

Group Contract in Media	27	1	28	37
Group Contract in Music	22	---	22	22
Environmental Systems Project	20	---	20	---
Group Contract in Applied Psychology	29	---	29	26
Group Contract in Corrections	26	1	27	25
Mobile School Unit	13	---	13	10
TOTAL	9	---	9	9
Environmental Systems Project II	---	---	---	8

MODULAR STUDIES

Probability & Intro. to Statistics	---	3	3	---
Introduction to Urban Planning	---	5	5	---
The Soviet Union Today	---	3	3	---
Studies in U.S. History	---	8	8	---
Introductory Chemistry	---	2	2	---
Observations in Daily Life	---	14	14	---
Introduction to Genetics	---	3	3	---
Approaches to Shakespeare	---	4	4	---
Education and Contemporary American Society	---	6	6	6
History of American Cinema	---	6	6	6
Ceramic Process	---	1	1	1
Calculus of Elementary Functions	---	3	3	3
Peoples of the World	---	7	7	7
Problems of Philosophy	---	2	2	2
Sociology in Everyday Life	---	7	7	7
Mothers and Lovers	---	4	4	4
Survey in Oceanography	---	3	3	3

<u>INDIVIDUAL CONTRACTS</u>	385	49	434	502
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TOTALS	2,203	124	2,327	2,146
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NUMBER OF GRADUATES

	1971-72	1972-73	1973-74
Fall Quarter	---	14	36
Winter Quarter	---	34	
Spring Quarter	21	156	
Summer Quarter	8	43	
TOTAL	29	247	