



2022-2023 OFFICE OF THE REGISTRAR ANNUAL REPORT



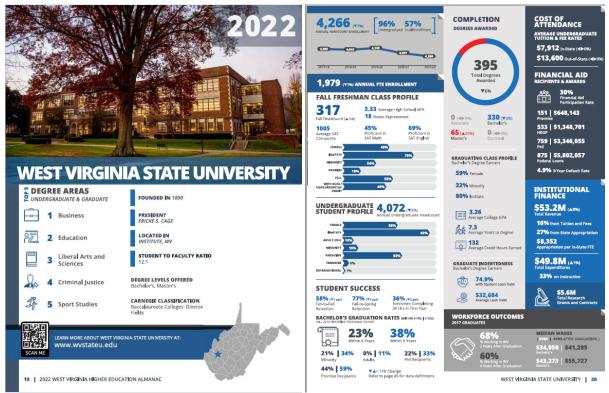
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University Profile



Source: wvhepc.edu

UNIVERSITY SERVICE AREA

West Virginia State University is a state-supported institution of higher education located in Institute, W.Va. Just off Interstate 64, Institute is eight miles from downtown Charleston and 40 miles from Huntington. Commuter buses serving Charleston and other suburban communities serve the campus at frequent intervals throughout the day.

With a 100+ acre campus, 25 major buildings and 16 faculty/staff homes, the University is located in the beautiful Appalachian foothills. It is part of West Virginia's largest metropolitan area. For nearly 125 years, the University has been an active participant in the intellectual and cultural development of Charleston and the Kanawha Valley.

While serving a large commuter population, the University also maintains several residence halls and active residential life. The student body is composed of approximately 2,800 individuals from the Kanawha Valley, across West Virginia, many other states, and a number of foreign countries

1,775,156

US Census population of West Virginia.

County	Population
Kanawha	175,515
Cabell	92,730
Wood	83,340
Raleigh	72,882
Putnam	57,015
Logan	31,316
Jackson	27,716
Boone	20,968



Source: wvtourism.com

College Going Rate

State	College Going Rate
West Virginia	45.9%

Source: wvhepc.edu

FAFSA Completion Rate

County	% Completed
Kanawha	54.6%
Cabell	48.6%
Wood	46.2%
Raleigh	60.8%
Putnam	67.5%
Logan	48.1%
Jackson	55.7%
Boone	55.6%

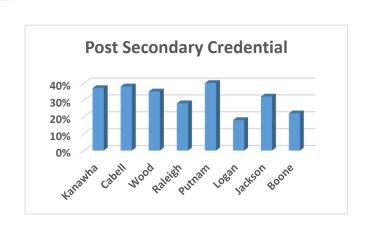
Source: wvhepc.edu



Post-Secondary Credential Attainment

County	%
Kanawha	37%
Cabell	38%
Wood	35%
Raleigh	28%
Putnam	40%
Logan	18%
Jackson	32%
Boone	22%

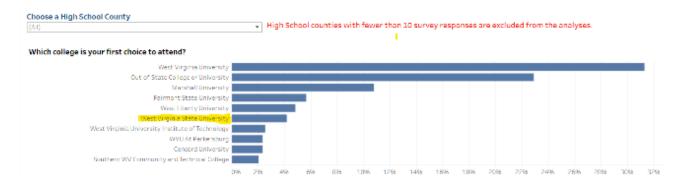
Source: wvhepc.edu



College Choice by County (High School Survey)

	1 st	2 nd	3rd
Kanawha	No Answer	No Answer	No Answer
Cabell	No Answer	No Answer	No Answer
Wood	Out of State	WVU	WVU Parkersburg
Raleigh	WVU	Out of State	Marshall
Putnam	No Answer	No Answer	No Answer
Logan	Southern CTC	Marshall	WVU
Jackson	No Answer	No Answer	No Answer
Boone	Marshall	WVU	Out of State
West Virginia	WVU	Out of State	Marshall

Source:wvhepc.edu



College Choice by County (Attended)

	1 st	2 nd	3rd		
Kanawha	WV State	Marshall	WVU		
Cabell	Marshall	Mountwest	WVU		
Wood	WVU Parkersburg	WVU	Marshall		
Raleigh	WVU Tech	New River	WVU		
Putnam	Marshall	WV State	WVU		
Logan	Southern CTC	Marshall	WVU		
Jackson	WVU Parkersburg	WV State	WVU		
Boone	WV State	Southern CTC	Marshall		
West Virginia	WVU	WVU Marshall			

Source: wvhepc.edu



Retention in WV Public Institutions

		Retention Fall-to-Fall Any Institution			Retention Fall-to-Fall Starting Institution			itution					
		2016	2017	2018	2019	2020	2021	2016	2017	2018	2019	2020	2021
WV Public	Bluefield State University	69.0%	66.7%	64.3%	68.296	69.296	60.696	65.296	62.6%	60.2%	64.696	62.6%	56.1%
Four-Year	Concord University	73.196	70.9%	66.7%	70.596	64.496	58.896	63.996	61.9%	58.8%	63.9%	56.8%	56.2%
Institutions (WV HEPC)	Fairmont State University	74.696	75.0%	71.196	79.796	67.296	70.296	65.196	65.496	62.4%	69.4%	60.596	61.5%
(**************************************	Glenville State University	66.296	63.7%	57.2%	68.196	64.396	61.696	60.396	54.9%	50.3%	61.0%	58.6%	56.1%
	Marshall University	78.296	78.0%	77.5%	81.096	75.196	77.796	71.396	71.996	71.9%	77.096	70.296	73.9%
	Potomac State College of WVU	53.4%	49.5%	55.8%	63.896	60.896	64.696	46.096	39.6%	44.8%	55.6%	51.996	57.4%
	Shepherd University	69.8%	74.2%	76.896	78.196	71.496	73.896	64.896	69.396	71.696	73.8%	66.096	70.2%
	West Liberty University	77.796	76.4%	76.996	78.496	74.196	75.896	70.896	72.096	70.296	73.796	68.5%	71.1%
	West Virginia State University	71.596	60.4%	67.3%	63.596	67.396	67.496	62.096	54.996	61.3%	59.3%	57.996	60.7%
	West Virginia University	82.096	78.8%	80.7%	84.196	83.096	80.896	79.596	75.796	78.6%	81.8%	80.796	78.4%
	WVU Institute of Technology	70.796	64.6%	69.9%	69.096	69.3%	68.096	63.096	56.296	56.9%	59.5%	56.2%	56.0%

Source: wvhepc.org

FTF Earning 30 Credits or More by End of 1st Year



Source: wvhepc.org



FTF Degree Seeking Graduation Rates (150% of Program Time)

First-Time Full-Time Bachelor Degree Seeking Student Graduation Rates-WV Public Four-Year Institutions (WV HEPC)

 $Filters Applied: Sector: WV Public Four-Year Institutions (WV HEPC) \mid Graduation Time frame: Graduated within 150\% of Program Time Includes students completing a degree at any public institution in West Virginia.\\$



		2010	2011	2012	2013	2014	2015	2016
WV Public Four-Year Institutions (WV	Bluefield State University	24.296	20.396	30.596	30.696	37.596	29.996	43.096
HEPC)	Concord University	35.6%	39.296	42.896	44.096	45.196	47.796	44.496
	Fairmont State University	33.5%	39.1%	39.2%	44.296	43.3%	47.6%	45.3%
	Glenville State University	47.8%	49.0%	37.6%	50.9%	46.4%	45.9%	35.9%
	Marshall University	46.3%	50.696	48.596	49.296	51.996	53.496	51.9%
	Shepherd University	48.996	45.096	50.596	50.396	48.796	48.296	50.096
	West Liberty University	44.496	51.296	48.996	52.496	56.196	57.596	52.396
	West Virginia State University	27.496	29.896	33.796	32.096	31.896	31.096	38.096
	West Virginia University	56.5%	57.396	59.396	61.196	61.896	63.5%	62.596
	WVU Institute of Technology	33.3%	29.1%	40.096	26.7%	32.3%	35.2%	39.0%

Source: wvhepc.org



Office of the Registrar

MISSION STATEMENT

The office strives for excellence and is dedicated to high quality customer service. We are continually working to innovate our services to better serve our students. Our goal is to effectively support our students and community, while maintaining the academic integrity of the institution.

Operating Principles and Values

- We are a service organization;
- We uphold the integrity of student records;
- We conduct ourselves in a consistent and ethical manner;
- We leverage technology;
- ❖ We strive to listen to and to meet the needs of the campus community;
- ❖ We work as a team and take responsibility for our work and our department;
- ❖ We trust each other to be honest and professional;
- We innovate.

Areas of Responsibility/Services Provided

- Assist Veteran students with understanding educational benefits;
- Maintain student academic files;
- Maintain student registration status;
- Maintain student academic standing;
- Maintain student academic records;
- Articulate transfer credit;
- Generate official student academic transcripts;
- Provide enrollment and degree verifications;
- Assist and provide support with BANNER;
- Certify credentials.



OFFICE OF THE REGISTRAR TEAM











2022-2023 OVERVIEW

The 2022-2023 academic year brought many changes, challenges, and new initiatives. 2022-2023 marked the first full academic year for the University Registrar, Director of Financial Aid, and the Manager of Business Operations at WVSU. The change in leadership in these offices created an opportunity for an overall review of processes and facilitated a nexus of collaboration.

Within the Office of the Registrar, the primary focus was on information sharing and customer service for all constituents. Faculty benefited through faster response times to requests, calls, and emails. The website was enhanced to include a "Faculty Forms and Resources" page. All forms were reviewed and placed online for better access and submission. Some forms were combined and simplified. Communication was improved with a new proof of attendance (POA) process, a new "Registrar Report" newsletter, and a streamlined academic calendar that can be downloaded to employee Google calendars. Additionally, the graduation application was moved to a semester prior to graduation to allow the office to communicate with faculty to resolve issues prior to the end of registration. Although faculty certainly benefited from the above changes and many more, students also reaped the benefits of proactive enhancements this past year.

For students, there was a renewed focus on responsiveness and customer service. Email and phone response times have improved. Emails during working hours usually receive a response within minutes. Many emails get responses at night, over the weekends, and during holidays. Missed emails and phone calls in the evenings and on weekends get responses at the open of business the next day. The earlier graduation application deadline allows students to pay the application fee with financial aid. Diplomas now list the students' earned honors and a new student recognition webpage has been created to highlight student academic accomplishments. Additionally, the Office of the Registrar, Commencement, Register Now, and transcript ordering websites have new looks and improved instructions. Students can submit updated online forms for faster processing. Automated processes have been put in place to enhance the student experience, such as the D/F repeat. Transcripts are now marked with the West Virginia Higher Education Policy Commission (WVHEPC) Core Coursework designation to ease transfer. Students receive annual notification of Family Educational Rights and Privacy Act (FERPA) rights and a PIN code has been added to each form to safeguard student personally identifiable information. Finally, the collaboration between the Office of Financial Aid, Office of Student Accounts, and the Office of the Registrar has resulted in faster processing of aid, registrations, payments, removal of holds, and overall service.

Veteran Students now have a fulltime Certification Analyst to assist with the transition to college life. Students have a dedicated point of contact where educational benefits are explained and certifications are processed in a timely manner. The Veterans Affairs Analyst office was moved to the ground floor of Wallace Hall for convenience and a new Veteran Lounge will open in the fall. Veterans will now have a safe and quiet place to study and relax.

With the dedicated staff and a renewed spirit of collaboration, the Office of the Registrar is well positioned to be a positive change agent for WVSU. The Office of the Registrar has participated in many key initiatives to help "Future State". Some of the initiatives include co-chairing the University Reaffirmation HLC Criterion 3, Co-Chair of the Strategic Planning Operational Excellence Pillar, serving on the leadership team for Services Excellence, as well as participating in many other committees, and state-wide and university events.

Go State!



SELECT ACHIEVEMENTS

- Updated online academic calendar to be printable and downloadable to employee and student calendars with alerts and notifications;
- Completed academic calendar redesign and standardization to simply and align key dates;
- Implemented new graduation application and review process;
- Created electronic degree approvals requiring two signatures and electronic storage;
- Updated diplomas to indicate Latin honors (e.g., Summa Cum Laude, etc.);
- Acquired new technology, such as scanners and label makers for team members to implement efficiencies and digital storage;
- Recommended new student friendly transcript fee structure to improve transparency;
- Recommend new degree verification fee for corporations to enhance revenue without adding fees to students;
- Hired new Certification Analyst for Veteran Affairs;
- Transitioned Certification Analyst position to Wallace Hall;
- Established Veterans Lounge;
- Created new Veteran student webpages;
- Resolved over 1800 missing, I, Q, and unreported grades;
- Conducted review and clean-up of college catalog language and added administrative drop and withdraw;
- Reviewed and revised all forms in the Office of the Registrar;
- Updated D/F repeat process to automatically apply the rule without student requests;
- Collaborated with Director of Financial Aid to update and streamline Proof of Attendance reporting;
- Provided access to Banner for professional advisors and Student Success Director;
- Provided training to Director of Student Success;
- Created process to expand nontraditional credit awarding beyond RBA and revised "Application for Credit Equivalency" to standardize process for awarding prior learning credit;
- Redesigned Office of the Registrar Webpage;
- Revamped the "Register Now" webpage;
- Created new Recognition of Class webpage to include President's List, Deans' List, and Honor graduates;
- Created "Commencement Webpage" as a one-stop for information regarding application, ceremony, and general information regarding the process;
- Created and distributed the "Registrar Report" newsletter;
- Added PIN to updated FERPA form to ensure federal compliance and safeguard student information;
- Revised transcript ordering instructions;
- Marked Core Coursework Agreement classes in Banner for compliance and transfer purposes;
- Improved responsiveness for faculty, students, and the public;
- Office is 100% compliant in SafetySkills training requirements.



SELECT DATA

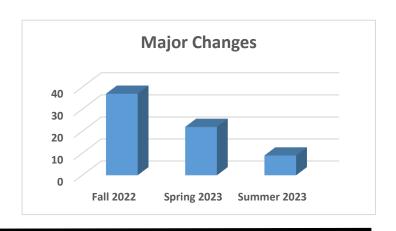
Complete Withdrawals

120Complete Withdrawals



Major Changes

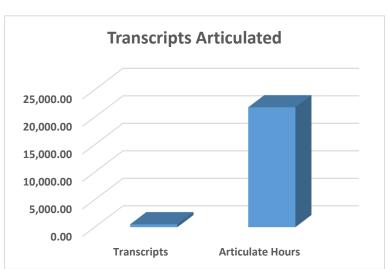
68
Major Changes



Transfer Students Transcript Articulations

530Transfer Transcripts Processed





3,203

Email Interactions Registration@wvstateu.edu

in past year

Does not include emails to individual staff accounts.



Source: https://pixabay.com/images/search/qmail/

University Registrar/Associate Registrar Email Interactions

14,083

Email Interactions Roy.Simmons@wvstateu.edu in past year

5,523

Email Interactions <u>wshambli@wvstateu.edu</u> in *past year*

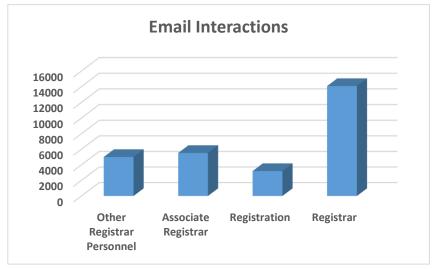
Veteran Certification Analyst/Records Assistants Email Interactions

5,008

Total Email Interactions Thom Conner, Denise Johnson and Amneh Katrib *combined* in *past year*

Total All Registrar Accounts Email Interactions

27,817Email Interactions All Registrar Email Accounts in *past year*

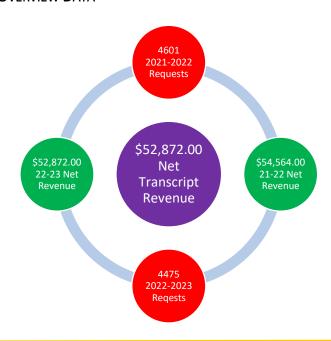




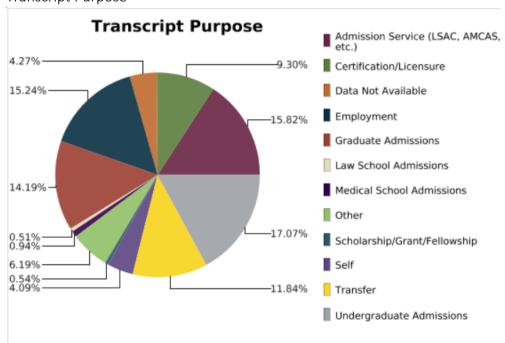




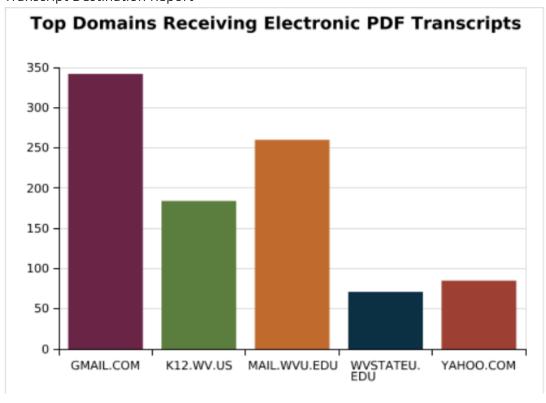
ONLINE TRANSCRIPT OVERVIEW DATA



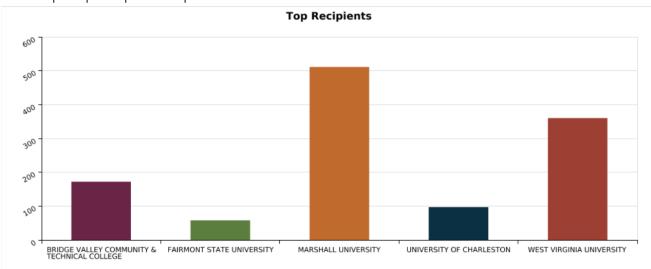
Transcript Purpose



Transcript Destination Report

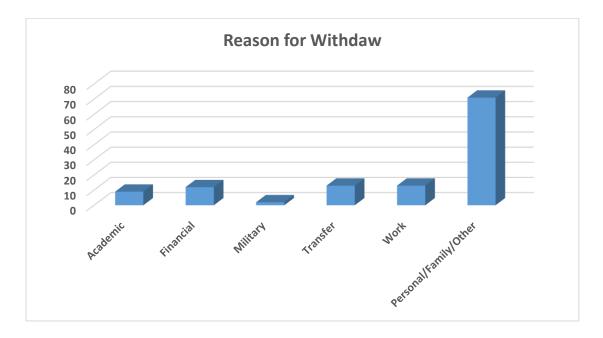


Transcript Top Recipients Report

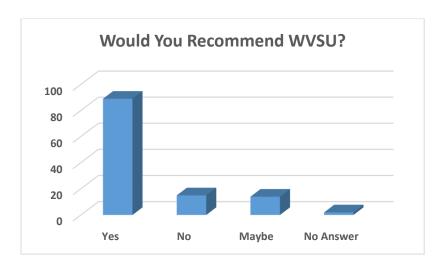


WITHDRAW DATA

Reason for Withdraw



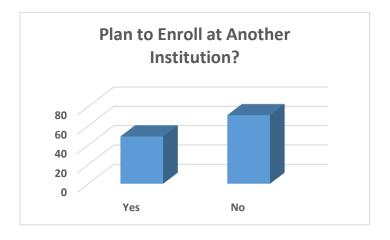
Would you recommend WVSU?



Do you Plan to Re-Enroll at WVSU?



Do you Plan to Enroll at Another Institution?





GRADUATION DATA



Summer 2022

61Summer Applications



59Credentials Awarded

Fall 2022

131 Fall Applications



116Credentials Awarded

Spring 2023

207Spring Applications



174 Credentials Awarded

Total 2022-2023

399Graduation Applications

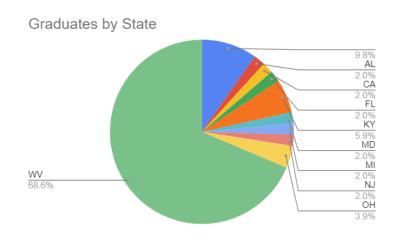


349
Credentials Awarded

Number of and % of WV Residents Earning Degrees

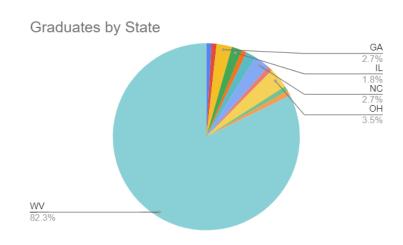
Summer 2022

State	COUNT
Other	5
AL	1
CA	1
FL	1
KY	3
MD	1
MI	1
NJ	1
ОН	2
WV	35
Grand Total	51



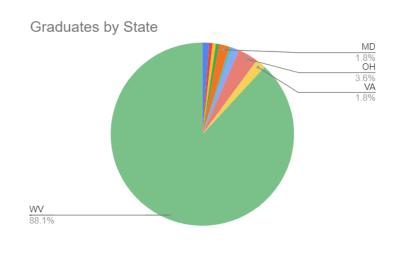
Fall 2022

State	COUNT
CA	1
СО	1
GA	3
IL	2
KS	1
MD	2
NC	3
NJ	1
ОН	4
PA	1
VA	1
WV	93
Grand Total	113



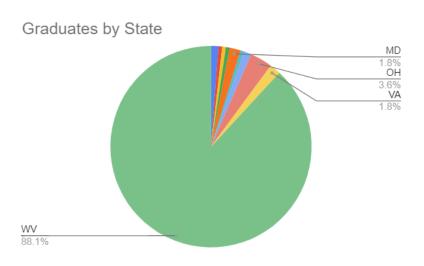
Spring 2023

State	COUNT
GA	2
IN	1
KS	1
KY	1
MD	3
MO	1
NC	2
OH	6
VA	3
WV	149
Grand Total	169



Total 2022-2023

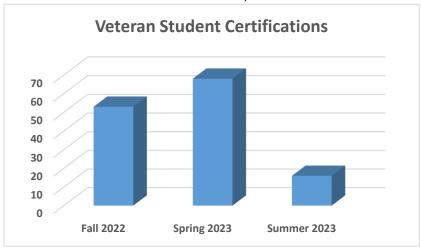
State	COUNT
AL	1
Blank	5
CA	2
СО	1
FL	1
GA	5
IL	2
IN	1
KS	2
KY	4
MD	6
MI	1
MO	1
NC	5
NJ	2
ОН	12
PA	1
VA	4
WV	277
Grand Total	333



VETERAN EDUCATIONAL BENEFITS

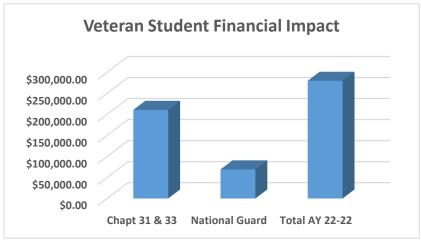


Veteran Students Benefits Certified by Semester



Veteran Student Financial Impact

\$279,784.60



Veteran Lounge

The Veteran Lounge is due to be opened in Fall 2023. The lounge is designed for veteran students to have a safe, quiet space to study and relax between classes. Conveniently located on the ground floor of Wallace Hall, the lounge has a connecting door to the Certification Analyst office. The lounge will include computer work stations, refrigerator, seating area, and television.

Veteran Webpages

MILITARY FRIENDLY SCHOOL



As a military friendly school, our goal is to help ease the educational journey of our military and veteran students and their families with helpful staff, and a wide range of resources and services. From easy access to information about benefits, we are here to support you through your transition, and with any questions you have while pursuing your degree at State.

WVSU is a student-centered university that has an enviable amount of diversity within our student body. Many non-traditional students find a home here, with understanding faculty, supportive student peers, and staff who truly relate to students as individuals. As a military student or veteran here at State, you will find a community that is ready to embrace you and help you attain your desired college degree.







OUR TEAM



Thom Conner III
Certification Analyst Veteran
Affairs
(304) 204-4355
thomas.conner@wvstateu.ed

Veteran Webpage Additional Resources

Additional Veteran Resources

Hover your mouse over each link for a brief caption/description of each resource

Company/Affiliate	Link	Category
US Dept of Veteran Affairs	mentalhealth.va.gov	Life/General
US Dept of Veteran Affairs	gibill.va.gov	Life/General
US Dept of Veteran Affairs	va.qov/homeless	Life/Genera
US Dept of Veteran Affairs	womenshealth_va_gov	Life/General
US Dept of Veteran Affairs	vetcenter.va.gov	Life/General
National Resource Directory	nrd.gov	Life/General
US Dept of Veteran Affairs	myhealth.va.gov	Life/General
Pat Tillman Scholars	pattillmanfoundation.org/apply/	Financia l
American Legion Scholars	legion.org/scholarships	Financial
Paralyzed Veterans of America (PVA) Scholars	pva_org/find- support/scholarship-program/	Financia
Veterans of Foreign Wars (VFW) Scholarships	vfw.org/assistance/student- veterans-support	Financial
Fisher House Programs	fisherhouse.org/programs/	Financia
Non- VA Veteran Benefits	benefits.va.gov/gibill/non_va_r esources.asp#financial_aid_	Life/General
WVSU Scholarships	wvstateu.edu/admissions/scho larships.aspx	Financia l
Federal Aid for Military Families	studentaid,gov/understand- aid/types/military	Financial
Monthly Housing Allowance Calculator	veteran.com/monthlv-housing- allowance-mha-for-post-911- gi-bill/	Financia l
Dantes DOD Programs	dantes_doded_mil/	Life/General
Ask AVA	ask_va_gov/	Life/General
	inquiry.vba.va.qov/weamspub/	

Educational Outreach Event Locations

- Charleston Veteran Shelter
- Rourke Sullivan Resources Center
- Ben Franklin Career Center
- ❖ National Guard Armory
- Numerous On-Campus events



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ABOUT US

- ➤ The Office of the Registrar has five fulltime employees.
- Four of the five employees are alumni of WV State University.

Highest Credential Obtained and Years of Experience

OFFICE OF THE REGISTRAR

Master's Degrees	3	
Bachelor's Degrees	1	



73Combined years of experience

Activities, Committee Memberships, and Service

- Co-Chair University Reaffirmation HLC Criterion 3;
- Co-Chair of Strategic Planning Operational Excellence Pillar;
- Member of Strategic Planning Data Team;
- Member of the Service Excellence Leadership Team;
- ❖ Facilitated Summer 2022 Enrollment Services Retreat;
- Member of Educational Policy Committee;
- Member of Tuition and Fees Committee;
- Member of the Graduate Council;
- Member of Commencement Committee;
- Participated in WVSU hosted high school FAFSA workshops;
- Participated in Registration Celebration events;
- Participated in Academic Showdown event;
- Served on various screening committees;
- ❖ Adjunct for PSYC 151 in Early Enrollment program;
- Member American Association of Collegiate Registrar and Admissions Officers (AACRAO);
- Member of National Association of Student Financial Aid Administrations (NASFAA);
- Member American Counseling Association (ACA);
 https://www.wvstateu.edu/current-students/student-life-and-engagement.aspx
- ❖ Member West Virginia Association of Collegiate Registrars and Admissions Officers (WVAACRAO).

