



for the RECORD

July 2017 Vol. 4 No. 8

IN THIS ISSUE:

Records and Registration.....pg. 1

Fiscal.....pg. 2

Conference Registration.....pg. 2

TABLE.....pg. 3, 4

Member Spotlight.....pg. 5

Summer Workshop.....pg. 6

Scholarship.....pg. 6, 8

Support Staff Workshop.....pg. 7

Save the Dates....pg. 8

RECORDS AND REGISTRATION COMMITTEE NEWS

By: Heather Pritchard

Vice-Chair Records and Registration
Associate Registrar, Muskingum University



Planning for the OACRAO Conference happens in many facets and takes a lot of great minds to come together and make it happen! Please consider joining the Records and Registration Planning Committee to help

develop and organize topics for next year's conference. To see a list of this year's committee members, click [here](#).

This year, we started a new process called "Idea-Polooza" with an early bird incentive, which allowed for us to give our ideas before the planning committee even met. This was a great way to get ideas submitted without having to think on the spot. When we did meet in March, we were able to narrow topics down and even combine some for panel discussions. Topics are easy to develop. Did you deal with a unique situation this year? Tell us about it and make it a presentation! Do you know someone that has a unique or new role on campus? Tell us about it and make a presentation! We are always looking for new ideas so please consider joining!

A full listing of session topics can be viewed on the OACRAO website [here](#).

Social Media!



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Follow us on [twitter](#)

It's that time of the year!



Newsletter Editors: Cindy Suter, Heidelberg University (csuter@heidelberg.edu) & Michelle Livingston (mlivingston@mccn.edu)

Call for UPDATES! Submit news to Donna Evans (devans@antiochcollege.org) by the end of the first week of the month for that month's publication

FISCAL COMMITTEE

FISCAL COMMITTEE FUN

By: Carol Jones

Senior Associate Registrar for Curriculum and Student Success

According to Webster's Dictionary, fiscal means "of or relating to financial matters" and a committee is "a body of persons delegated to consider, investigate, take action on, or report on some matter". In the case of the OACRAO Fiscal Committee, our charge is to review proposed budgets and audit the books for our Association. The folks who are active this year for this glamorous committee can be found on our [Committee List](#).



Many of you may not know of the existence of the Committee. This can be seen as a positive. It means that our organization, made of volunteers, is fiscally sound. We work to be resource stewards, keeping our costs low in various ways, including holding our Annual Meeting in state parks and encouraging carpooling for Board led events. As Board members, we work to make a good value for your membership dollars by bringing programs such as the Support Staff Workshop and Summer Leadership Series at no additional cost to institutions.

We will be meeting soon to review and audit the financials. During this meeting, we also discuss suggestions to pass on to the Board to continue our healthy financial path. Here is where you, as Association members, come in. If you have any ideas to share with our committee, please email them to me (jonescm3@MiamiOH.edu) or better yet, check the Fiscal Committee box on the Volunteer Form at the Annual Meeting!

REGISTRATION IS OPEN



Registration is open for this year's conference **October 4th – 6th** at **Mohican Lodge and Conference Center** - Branching out with OACRAO.

[Register Here!](#)

Please contact [Stephanie Giese](#) or [Jeannine Shambaugh](#) if you have any questions.

Don't forget networking opportunities on Tuesday night! [Register now!](#)

Pontoon Boat

Downtown Perrysville Festival (no registration needed)

Pizza Buffet



TABLE– Transfer Day

Come to the **TABLE**

Transfer Articulation Benefits Learner’s Experience

Snack on a session or go for the full Wednesday meal deal!

This year as we developed the conference program we found an abundance of sessions related to the transfer experience. These have been concentrated into a Wednesday “track” for conference-goers who wish to understand best practices and explore the transfer student experience from recruitment to full integration into the college or university community.

For anyone interested in this option, the day begins with the pre-conference workshop, “The Transfer Experience in Ohio.” The workshop includes updates on Ohio Department of Higher Education (ODHE) initiatives, and provides insights into Transferology and course applicability regulations and best practices. In the afternoon there are 15 great sessions to choose from, the following of which pertain specifically to the transfer track: “Redefining the Transfer Visit Experience,” “Home at Last -- Creating a Transfer Community Starts with Ambassadors,” “Transfer on Demand,” and “Interpreting the Code: College Credit Plus & Residency.” Attend a workshop, a session or two, or follow the track for the entire day. We hope you appreciate this opportunity for full immersion in all things transfer.

Wednesday, October 4

Pre-Conference Workshop: The Transfer Experience in Ohio 9:30-12:00 (\$50.00 – includes continental breakfast & lunch)

Wednesday Only Registration (\$110.00 – includes three afternoon sessions, dinner and evening activities)

1:45-2:45 Redefining the Transfer Visit Experience

3:00-4:00 Home at Last -- Creating a Transfer Community Starts with Ambassadors

4:15-5:15 Transfer on Demand

Transfer Day “Full Meal Deal” = \$160 (Workshop \$50.00 plus Wednesday Only Registration \$110.00; includes continental breakfast, lunch, dinner, and evening activities)

COMPLETE DESCRIPTIONS

The Transfer Experience in Ohio

Today’s transfer students arrive on our campuses with an eclectic assortment of prior learning experiences. Regardless of their background, these students face a variety of challenges as they transition between our institutions and attempt to transfer in work taken at the secondary level such as AP and CTAGs. How we prepare our institutions to welcome transfer students will ultimately help to alleviate the student frustrations that negatively impact the college experience. Join us for a workshop where you will gain knowledge on Ohio Department of

TABLE continued on pg. 4

TABLE– Transfer Day Cont.

Higher Education (ODHE) initiatives "alphabet soup," focus on the benefits of Transferology, and understand the importance of course applicability. Workshop topics include:

- Ohio Department of Higher Education colleagues will provide OACRAO with the latest innovations, updates, and budgetary insights as a new biennium plan and administration evolves. The aged TAGS and AP will be explored as well as the newbie PLA and CBE initiatives.
- Ohio Northern University demonstrates use of Transferology and ways of evaluating transfer credit. Promote a smooth transition for students by establishing good relationships and improving communication with offices involved in the transfer process.
- The federal government has come out with new regulations regarding which courses will count toward a degree for financial purposes. Find out the latest regulations, best practices, the impact on all students, and the special challenges posed for veteran students.

Redefining the Transfer Visit Experience

When it comes to visiting campus, a transfer student is looking for a unique perspective. They don't just want to know about the university and what it has to offer to all students, but they want to know about how the university can accommodate them and their prior experiences. When it comes to visiting a university, transfer students want to know how their credits will transfer, how their prior experiences are going to apply to their major, and not only what the university looks like, but also whether or not they are going to find community at their new institution. Join us as we show you how to redefine the transfer visit program, encourage you to share your own experiences, and leave you equipped with the tools and ideas to improve your transfer visit and craft a unique experience that leaves a transfer student not only comfortable with the university, but also the transfer process.

Home at Last -- Creating a Transfer Community Starts with Ambassadors

Concerns about the transfer process go far beyond whether credits transfer or whether or not a student will graduate within a reasonable time. In fact, one of the key concerns of many transfer students is whether or not their next school will be the right fit for them. Transfer students are looking for a community to belong to at their new institution, something a traditional visit to campus may not convey. Often, tour guides and student ambassadors who started as first-years know little about the transfer experience and have trouble relating to a transfer student and their time at another institution. Join us as we outline a new transfer student ambassador program aimed at building community among current and future transfer students.

Interpreting the Code: College Credit Plus and Residency

The attendees will learn how Columbus State Community College works with the 4,000 College Credit Plus students. A number of the students are classified as non-Ohio residents. The Office of the Registrar and the Dual Credit Office have a systematic process to ensure that the students are correctly classified per State of Ohio regulations.

Transfer on Demand

The demand for instant feedback and results has infiltrated all aspects of our lives. In an ideal world, the transfer admission and enrollment process would involve an immediate and perfect symbiotic relationship between admission, the registrar, and advising. However, in the real world, we know that too often and with so much on our individual plates, it can be difficult to create this immediate and seamless process. Join us to learn about a new initiative called Transfer on Demand that provides Admission staff with real time assistance from the Office of the University Registrar with credit evaluations, answers to questions about course equivalencies, tips on navigating the student through the institution for further evaluation of elective credits and ultimately improves the customer service experience for prospective and admitted transfer students.

T

ell us about yourself: **Melanie Hough...**

What do you do at Ohio Northern University?

I am the University Registrar at ONU. Our office handles records, registration, curriculum building, athletic eligibility, transfer credit evaluation using TES and Transferology, Nat'l Student Clearinghouse reporting, Degreeworks, graduation audits, catalog changes, and course building, just to name a few.

How did you come to your current position?

I began my career at The University of Findlay in 1981 as a secretary in the Physical Plant. I went to school and earned my BA in Business Admin. and an MBA. I went from secretary, to Accounts Payable Supervisor, to Director of Degree Completion. I was at UF for almost 22 years.

I left there to move to South Carolina when I married my husband. While living in South Carolina, I worked as a Program Director in the Distance Education office of UNC-Charlotte. From there, I was offered a position as Campus Director of the new start-up Pennsylvania Campus of Mountain State Univ (out of Beckley, WV). After about a year and a half, my husband was offered a position in Louisiana, so we moved there about 2 weeks before Hurricane Katrina. We didn't stay long! We made a pact that the first one of us who found a job out of there would lead us on our next adventure. I found a job as an Assistant Registrar at Pfeiffer University's Charlotte, NC campus. From there, I took a job at Indiana University - Kokomo (my husband was raised in Lafayette, IN). After about a year and through some networking, I decided to change positions to Registrar of the Indianapolis campus of Ivy Tech Community College. I wanted to try my hand as registrar at a school with a large (35,000) student population. I was there from 2007 to 2013. But, I had grandchildren back in Ohio, so when the position at ONU was advertised, it was perfect! Not only a good school that I was familiar with, but also just 30 miles from my hometown and the grandkids.

Did you attend the October 2016 OACRAO Conference? Yes

What did you take away from it?

It was great to learn that I am not alone in my struggle to adapt our system and our campus to the preferred name. The people are amazing and I really loved the networking. The 2016 conference was my first conference even though I have been at ONU since 2013.

Outside of work, what do you like to do?

When I am not at work, I enjoy gardening and art projects (everything from drawing to refinishing furniture).

Are you originally from Ohio?

Yes, born and raised in Findlay. But, I have lived in Gaffney, SC, Aliquippa, PA, Charlotte, NC, Natchitoches, LA, Kokomo, IN, and Pittsboro, IN.

What is on your bucket list?

Teaching arts/crafts after I retire to groups such as senior citizens or youth groups, visiting Yellowstone, and visiting the Grand Canyon.



MELANIE HOUGH

REGISTRAR

OHIO NORTHERN UNIVERSITY



OHIO NORTHERN UNIVERSITY

POLAR BEARS

STRATEGIC ENROLLMENT MANAGEMENT

SUMMER LEADERSHIP SERIES

By: Beth DaLonzo
President Elect
Muskingum University,
Senior Director of Admission
and Student Financial Services

Our Second Annual Summer Leadership Series Workshop took place Wednesday, August 2 at The Ohio State University. The topic, Core Concepts and Applications of Strategic Enrollment Management (SEM), and our speakers, AACRAO President Jim Bouse and AACRAO's Associate Executive Director for Consulting and SEM Tom Green were interesting, informative and very well received.

Public, private, 2 year and 4 year schools from across Ohio were represented in the 55 colleagues who attended. The three-hour workshop was filled with information pertinent to all of us who are involved in enrollment, either in the admission or registrar offices, as well as specific to Ohio.

That Ohio was able to get Mr. Bouse and Dr. Green to come and present was quite a bragging point. Much of the information they shared is also part of the SEM Conferences hosted by AACRAO and include a registration fee. The good work we do at our own annual meeting and throughout the year obviously reflect well on the whole organization.

Thank you to all who attended. We hope to offer similar sessions as part of future Leadership Series Workshops.



Jim Bouse

Director of Enrollment Management
Technology and Associate Registrar for
Technology at the University of Oregon



Dr. Tom Green

AACRAO, Associate Executive
Director for Consulting and SEM.



SCHOLARSHIP COMMITTEE

The scholarship committee is still gathering donations for the fundraisers at this year's annual conference. We need your help! Please let us know if your office can put together a "basket" of goodies for the silent auction or individual items are welcome too. We also could use donations of wine for the wine grab (wine should be in the \$10 or up value). We are looking for a number of gift card donations in any denomination (anything from Amazon or other online shopping) for a possible new addition to the fundraising idea – a gift card draw... more details to come, if we get enough gift cards to make it work. If you would like to help solicit any donations in your area of the state, we welcome the help!

Scholarship Application

This fall, OACRAO will award three students with a \$1,000 scholarship each. The scholarship application will be open in early October on the OACRAO website. An announcement will be made closer to the opening.

Scholarship Committee continued on pg. 8

SUPPORT STAFF WORKSHOP

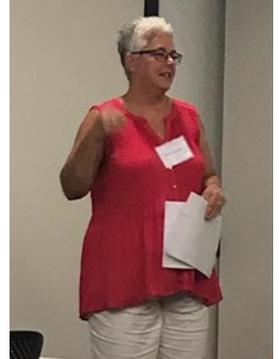
2017 Support Staff Workshop

The 2017 OACRAO Support Staff Workshop was a success! Over 50 staffers from across Ohio attended the event on Friday, July 21 at The Ohio State University.

Participants had the opportunity to learn about and discuss strategies for better communication and working relationships between the Offices of Admission and Registrar. Beth DaLonzo and Sondra Jones from Muskingum University gave specific examples of how their two offices work well together and why good communication is so important.

Ohio University's Patrick Beatty gave us concise, interesting and helpful FERPA information.

Molly McDermott, from the University of Cincinnati, shared her thoughts on knowing what a mentor and mentee are. She suggested you ask yourself: Are you a Mentor or Mentee? Would you like to be a Mentor or Mentee? Why it is important to have a Mentor and how having one can help you.



Special thanks to Beth Stiles, from The Ohio State University, and Molly, who agreed last minute to present on Professional Etiquette when the scheduled presenter was unable to attend. They presented on Appearance, Attitude, Social Media and how to handle stressful situations, and the group gave some examples of situations they have been in and how they handled themselves professionally.

Discussion throughout the day was lively and interactive.

Thank you for sending your support staffers. They should return to their offices with new tools to be more efficient.

Many thanks to Justin Weimer from The Ohio State University for his invaluable help with registration, set up, agenda and refreshments for the day. The workshop could not have happened without him.



By: Beth DaLonzo
President Elect
Muskingum University,
Senior Director of Admission
and Student Financial Services

SCHOLARSHIP Cont.

Get ready for some competitive bidding! A few items already donated for the silent auction

Disney Park Hopper - 4 tickets (\$648.00 value)
Escape Room passes
Columbus Zoo tickets
Mystery dinner theatre admission
Graeter's Ice Cream
COSI admission

Zip lining passes
Funny Bone tickets
Blown glass vase
Columbus Museum of Art admission
Football Hall of Fame admission
Harry & David chocolate tower

And more!!!

Contact Tracy Galway (galwayt@ohio.edu) about silent auction donations.



OCTOBER - Pre-Conference Workshops

2017 OACRAO Annual
Conference
Mohican State Park

Three Pre-Conference Workshops
Wednesday, October 4
9:30 a.m. - noon

- ⇒ **The Transfer Experience in Ohio**
- ⇒ **Emotional Intelligence**
- ⇒ **Excel Dashboards for the Casual User**

Register Now!

APRIL 2018 SAVE THE DATE



AACRAO
104TH
ANNUAL
MEETING
March 25-28, 2018
Orlando World Center Marriott
Orlando, Florida / www.aacrao.org

AACRAO
Advancing Global Higher Education

Three small inset images showing conference activities: a globe, a group of people, and a city street scene.