Graduate School of Arts & Sciences
Administrator Training Series

Class #1:
The Role of Academic Affairs

Fun times ahead!
Today’s Outline

• Graduate School organization
• Academic Affairs staff responsibilities
• Office responsibilities
• Brief overview of our technical systems
• Our partnership with you
• Resources for administrators
The Graduate School Dean’s Office

From the Graduate School Bulletin:
The academic policies, rules, regulations, and procedures serve several purposes:

• To codify the legislation of the Graduate School of Arts & Sciences Executive Committee
• To enable student to proceed efficiently through their courses of study
• To enable the Graduate School to deal with all of its students in an equitable and consistent manner

We are located at: 3520 Prospect Street NW

Suite 207: Academic Affairs, Admissions
Suite 400: Deans, Finance, Grants
Academic Affairs Staff

James Schaefer, Jr.
Associate Dean of
Academic Affairs and
Financial Aid
schaefej
x 4478

Megan Bergkamp
Associate Director of
Academic Affairs
meb238
x 5866

Sarah Magnuski
Coordinator of
Academic Affairs
sem74
x 5928
# Academic Affairs Responsibilities

<table>
<thead>
<tr>
<th>Jim</th>
<th>Megan</th>
<th>Sarah</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supervises Academic Affairs area</td>
<td>• Extension of time</td>
<td>• Graduation clearance</td>
</tr>
<tr>
<td>• Faculty questions about academic policy</td>
<td>• Leaves of Absence</td>
<td>• Transfer credit and Advanced standing</td>
</tr>
<tr>
<td>• External reporting and statistics</td>
<td>• Withdrawals</td>
<td>• Exception grade reports</td>
</tr>
<tr>
<td></td>
<td>• Grade Changes</td>
<td>• Thesis/dissertation review</td>
</tr>
<tr>
<td></td>
<td>• Registration information and trouble-shooting</td>
<td>• Diplomas</td>
</tr>
<tr>
<td></td>
<td>• Reports</td>
<td>• Certificates</td>
</tr>
<tr>
<td></td>
<td>• Termination/Reinstatement</td>
<td>• Credentials audits</td>
</tr>
<tr>
<td></td>
<td>• Thesis research registration</td>
<td>• Masters in passing</td>
</tr>
<tr>
<td></td>
<td>• Consortium approval</td>
<td>• Terminal masters</td>
</tr>
<tr>
<td></td>
<td>• Plans commencement ceremony</td>
<td>• Accuracy of ballots</td>
</tr>
<tr>
<td></td>
<td>• Questions about the Bulletin or academic policies</td>
<td>• Administrator training</td>
</tr>
</tbody>
</table>

*Though specific responsibilities are listed above, feel free to contact any of us at any time!*
Maintain Student Records

WHAT IS IN A STUDENT RECORD?
• All official paperwork, including admissions documents, transcripts, Graduate School forms
• Held in paper file format, then digitized on student exit
• Soon to be all electronic!

HOW DO WE MAINTAIN STUDENT RECORDS?
• Storage of all academic records
• Digitization of academic records
• Access as necessary to academic records

Monitor student data (all the reporting we do: registration, missing grades, graduation, etc.)
Ensure data accuracy
• Verify accuracy of paperwork (e.g. ballots)
• Monitor/proof how data is recorded in Banner
• Monitor/proof how the data reports out of Banner (teamwork with Registrar’s Office)
**Oversee Registration**

*(in partnership with you and the Registrar’s Office)*

- Enforce Registrar’s deadlines for registration (Add/Drop period)
- Authorize registration via Add/Drop slips: (time conflict, full section, course restrictions)
- Sign consortium slips
- Troubleshoot problems related to student registration and enrollment
- Ensure students are registered
- Track, monitor, adjust status of students who are not registered

**ROLE OF THE REGISTRAR’S OFFICE**

- grant access to technical systems
- all technical problems (can’t log in to MyAccess)
- course, scheduling data
- back-end business processes (“registration pass”)

John Q. Pierce
Georgetown University Registrar
Graduation Administration

• We offer monthly graduation (except for June)
• Distribute graduation clearance reports
• Review student qualifications for graduation
• Enforce general program and Graduate School requirements
• Verify accuracy of student transcript
• Notify the Registrar’s Office to post degrees
• Order diplomas and certificates

Hot tip!
Class 3 will cover graduation clearance!

Timelines for degree posting and diploma availability are on the Graduate School website!

http://grad.georgetown.edu/academics/how-to-graduate/diplomas-and-transcripts/
Organize/Execute Commencement

- Plan ceremony logistics
- Track student, faculty, staff participation
- Communicate details to students, faculty, and staff
- Commencement Book editing, proofing
- Clear all spring graduates (900+ students)
- Enforce Registrar’s Office deadlines
- Enforce our office deadlines
- Order and distribute diplomas
## Our Technical Systems

<table>
<thead>
<tr>
<th><strong>BANNER</strong></th>
<th><strong>COGNOS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>University’s student database</td>
<td>Reporting software used to pull data out of Banner</td>
</tr>
<tr>
<td>All student info is stored here</td>
<td>Many “canned” reports that will be useful to you for tracking student status and progress</td>
</tr>
<tr>
<td>Limited access (you may not need it)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DEGREEWORKS and MYDEGREE</strong></th>
<th><strong>MYACCESS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessed via MyAccess</td>
<td>The primary student and administrator portal to the student information system</td>
</tr>
<tr>
<td>Work in progress</td>
<td>Pulls information directly from Banner</td>
</tr>
<tr>
<td>Will eventually be a snapshot of student academic status (audit) for students and administrators</td>
<td>Your best friend! See “Dean’s View”</td>
</tr>
</tbody>
</table>

**ALL ADMINISTERED BY THE REGISTRAR’S OFFICE!**
Contact Zach Swartz for access: zcs@georgetown.edu
Our Lingo

**FUN FACT:** Most of our “Georgetown vocabulary” comes from the *Bulletin*! We get the other phrases from Banner, Cognos, and the Registrar’s Office.

**Self-service**
MyAccess, the web-based software where students can complete tasks

**Report**
MS Excel sheet with data extracted from our student database, produced via Cognos

**Ballot**

**DGS**
Director of Graduate Studies

**SHAGAPP, SFAREGS, SGASTDN, SHADEGR, SFASTCA, SOISBGI, SHATRNS, etc.**
Screens in Banner, each for a different type of information
# Our Partnership

<table>
<thead>
<tr>
<th>You rely on US to:</th>
<th>We rely on YOU to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enforce Graduate School policies in a fair way</td>
<td>• Adhere to Graduate School deadlines</td>
</tr>
<tr>
<td>• Help your students resolve issues that cannot be resolved at the departmental level</td>
<td>• Serve as a point of contact for students, faculty, staff</td>
</tr>
<tr>
<td>• Enforce deadlines (ours and those of other offices)</td>
<td>• Be familiar with the <em>Bulletin</em></td>
</tr>
<tr>
<td>• Provide troubleshooting help and timely answers to your questions</td>
<td>• Ensure accuracy, completeness of paperwork submitted to our office</td>
</tr>
<tr>
<td></td>
<td>• Check the reports we distribute and follow up as necessary</td>
</tr>
</tbody>
</table>
When is it a Graduate School Issue?

• Anything that requires Dean’s approval (we sign on behalf of the Dean and process all paperwork)
• Changes to the student program (for example, LOA)
• In cases where interpretation or clarification of the Graduate School Bulletin is necessary
• Issues of academic integrity
• When internal departmental processes have been exhausted
Resources for Administrators

#1 Resource: The Graduate School website: http://grad.georgetown.edu

http://grad.georgetown.edu/academics/policies/
Contains all academic policies!

gradstudentservices@georgetown.edu
Direct all general questions/requests here!

Graduate School Calendar for administrators: see attached!
Academic Year Calendar: (including lots of deadlines): http://registrar.georgetown.edu/calendars
Registrar’s Office website: http://registrar.georgetown.edu
MyAccess: http://myaccess.georgetown.edu
Student Accounts: http://studentaccounts.georgetown.edu