

The Registrar's Updates

Vol. # 1 | March 28, 2024

Our Goal

The Office of the Registrar is excited to introduce our new monthly newsletter. This newsletter will provide you with updates on what's happening in our office and important information that could have an impact on you or your students.

We are proud to serve our faculty, staff, and students on a daily basis. We strive to support our students with their academic needs, from registration all the way through graduation and beyond. Providing you pertinent policy as well as catalog, scheduling, enrollment, and graduation information. The Office of the Registrar team looks forward to working with you all to better serve our students.

As we continue to find new and creative ways to inform you and to make our students feel a sense of belonging, let's start by providing accurate information and resources. If you have additional ideas to improve this newsletter please feel free to contact our office in person, by phone or email. All of our contact information is below.

GO WILDCATS!

This is the first of a new series of newsletters from the Office of the Registrar



Did You Know?

- Tina Morefield has retired! Please contact Arturo Torres or Nicki Williams for questions or assistance on anything Tina.
- Stephanie Hubbard, International Evaluator, just reached 20 years working at CWU.
- Jen Ham, CB and CAH Evaluator, & Karen Malella, COTS Evaluator, both reached 10 years of service at CWU.
- Kristin Ocasio Rodriguez has reached 5 years of service at Central, including 8 months in our office.
- New academic scheduling software is coming. Implementation planning is happening now. Expected launch will be for the Winter 2025 quarter.

Happening Now and Later !



Student Enrollment Appointment

The Office of the Registrar made updates to the student enrollment appointment timetable. This adjustment was done in hopes to simplify enrollment appointment for students. We have opened earlier enrollment opportunity and reduced the enrollment process time for students. Formally, priority registration groups would enroll first, followed by seniors and juniors, with sophomores and first year students the following weeks. Beginning spring 2024, priority registration groups still enroll first but all seniors and first year students enroll the first published day of registration followed by all juniors and sophomores the following week. Studies have shown correlation between students who enroll early and persistence to graduation. The other advantages can be first choice of classes -Students who register for classes early have a better opportunity to register for classes that fit their personal lifestyle instead of only getting into classes that are open at the last minute. This also provides students with the ability to stay on track for graduation, because some classes are only offered in the Fall or Spring.

Academic Scheduling Software Coming Winter 2025

The academic scheduling software from CourseLeaf, known as CLSS, will be launched for our winter 2025 term. Students and faculty will not see any impact or changes to the current class search or class view features currently available. The scheduling software known as CLSS is designed to replace the Excel spreadsheet process currently being utilized. The CLSS software will provide many advancements that can benefit the departments. We anticipate the software will allow for more time with departments to ensure a robust and accurate schedule that reflects the need of our students. Departments will be able to see the entire schedule across colleges and departments for better collaboration with cross listed courses and more. We also anticipate less back and forth with email, lost communications, or misunderstandings with the new software.

Happening Now and Later !



The Difference Between Graduation vs. Commencement

Every year we get into the conversation with students.

Commencement is the ceremony that honors graduating students. Commencement refers to the start of something, and in an academic context, this ceremony signifies you're starting their career and the next phase of their life. Students may be allowed to participate in commencement prior to completing all of their graduation requirements.

Graduation means they've **completed** the requirements to earn a degree or diploma. In colleges and universities, they're able to graduate once they've earned the required number of credits, taken all necessary courses to satisfy their degree and any other requirements, such as internships or service hours.

As faculty, advisors, staff, and administrators we need to be clear when speaking to students and use the correct name for the correct event or activity. This is important as information for each is distinct and have important applicable deadlines that need to be met. Do not confuse the student more by not using the correct term.


Breaking News

We are now on Instagram. Make sure to follow us for the latest on registrar news and information

Contact Us

Phone: (509)963-3001

Email: reg@cwu.edu

Social Media: [Instagram](#) 

The Facts



“A full belly is little worth where the mind is starved “

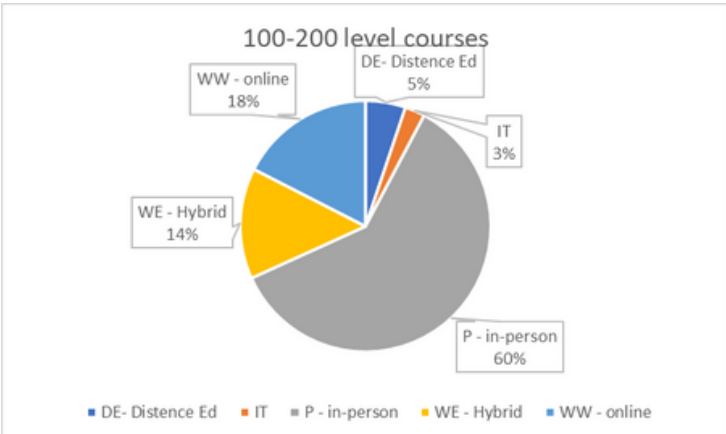
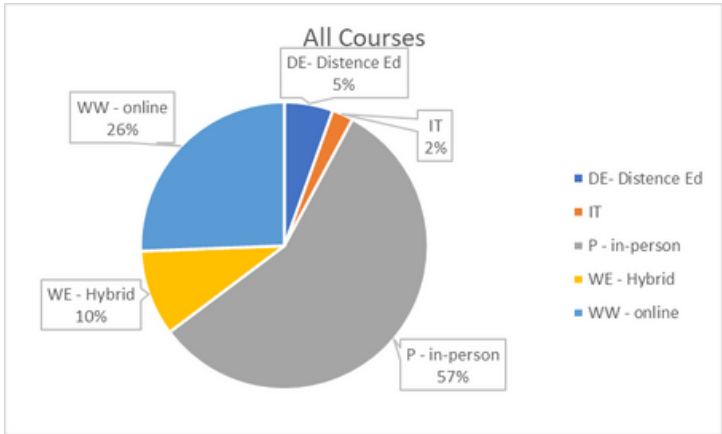
Mark Twain

WOW!

Check out “The Corner” the Scheduling Unit specific communication to the campus with fun CWU facts and scheduling relevant information. Look out for the April edition which has a special tribute to Tina Morefield who retired from our office in February. Check out April's issue of “The Corner” here: <https://www.cwu.edu/about/offices/registrar/staff-faculty-resources/academic-scheduling.php>

Snapshot: Scheduling Data for Spring 2024

Total of spring classes offered: 2969 (data as of 03/15/2024)



More information can be found at <https://www.cwu.edu/about/offices/registrar/staff-faculty-resources/academic-scheduling.php>

Relevant data cont.



Students who **graduated** in Fall 2023 = **378**

Students who **graduated** in Winter 2024 graduation = **282**

Students **applied** for Spring 2024 graduation = **1361**

Transcripts requested from students Jan. 2023 - Dec. 2023 = **14,936**

Transcripts requested from students Jan. 2024 - Feb. 2024 = **2300**

Residency reviewed for Fall 2023 = **492**

Residency reviewed for Winter 2024 = **121**

Residency reviewed for Spring 2024 = **76**



Course substitution request **per term** for **graduating** students this academic year (9.1.2023 – current date):

Fall 2023 – **105**

Winter 2024 – **170**

Spring 2024 – **921**

Summer 2024 – **151**

Course substitution additional information:

Future grad terms – **97**

Those not up for graduation - **791**

Total **Course Substitution** this AY – **2235**



Spring enrollment has sprung!

Note all deadlines regarding last day to add and drop classes, graduation application and much more. [Click here for the Spring 2024 academic calendar](#) or copy and paste the link below.

https://www.cwu.edu/about/offices/registrar/_documents/cwu-2024-spring-academic-calendar.pdf