

**ACADEMIC YEAR 2005-2006 UNIT PLAN
OFFICE OF THE REGISTRAR
AUGUSTA STATE UNIVERSITY**

September 27, 2005

Katherine H. Sweeney, Registrar and Director of Admissions

Section 1. Purpose Statement for the Office of the Registrar

The mission of the Office of the Registrar is to maintain accurate historic and current academic records, to evaluate transfer credit, to certify student enrollment status, to coordinate registration and graduation for the university, to provide accurate institutional reports, and to serve as an information resource and point of contact for faculty, staff and students at Augusta State University, as well as the outside community.

Section 2. Summary of Challenges and Goals

Challenge 1

The University System of Georgia has implemented a plan (as part of the GABEST Model project) for a minimum level of services that all students in the system can expect, regardless of which institution they attend. We continue work toward this goal in the area of automated degree audit.

Goal: Provide CAPP functionality to all advising departments.

Challenge 2

In light of the growing problem of identify theft, the Board of Regents has asked all institutions to move toward conversion from social security number as student identification number to a generated number.

Goal: Take necessary steps to ensure the appropriate level of security for our faculty, staff and students.

Challenge 3

As our enrollment grows we are processing and storing more and more documents pertaining to our students. The effective management of this ever increasing number of documents has become a tremendous drain on our human resources.

Goal: Utilize current and emerging technology for better document management.

Section 3: Procedures for Evaluating Progress Toward Achievement of Goals

Goal Assessment for Challenge 1:

All undergraduate programs will be CAPP active by June 30, 2006.

Goal Assessment for Challenge 2:

All faculty, staff and student ids will be converted from social security number to generated number over the spring mini break March 9 -10, 2006.

Goal Assessment for Challenge 3:

Secure funding to acquire SCT Document Imaging.

Section 4: Assistance from Other Units

Assistance for Challenge 1:

We will need the continued assistance from the Projects Office and Information Technology Services.

Assistance for Challenge 2:

We will need assistance from the Jag ID Project Team, Information Technology Services and the Projects Office.

Assistance for Challenge 3:

We will need assistance from the Vice President for Academic Affairs.

ACADEMIC YEAR 2005-2006 UNIT PLAN
OFFICE OF ADMISSIONS
AUGUSTA STATE UNIVERSITY

September 27, 2005

Katherine H. Sweeney, Registrar and Director of Admissions

Section 1. Purpose Statement for the Office of Admissions

The mission of the Office of Admissions is to ensure that Augusta State University serves a population diverse in race, background, age and preparation by meeting Board of Regents specified enrollment targets through aggressive recruiting of students in specific target markets and of students with strong academic credentials, and to strive to make Augusta State University a model of excellence for its quality of service by effectively providing information to the public in the CSRA community and beyond, by providing student-centered service in all contacts with prospective students, by including academic departments and other service departments in recruitment activities, and by working closely with high schools so that students are kept abreast of Augusta State University admission criteria.

Section 2. Summary of Challenges and Goals

Challenge 1

As our enrollment grows we are processing and storing more and more documents pertaining to our students. The effective management of this ever increasing number of documents has become a tremendous drain on our human resources.

Goal: Utilize current and emerging technology for better document management.

Challenge 2

Continue to provide the expected level of service to our applicant pool amid budget cuts and rising costs for printing, mailing, etc.

Goal: Utilize current and emerging technology to further decrease reliance on printed materials and traditional methods of communication.

Challenge 3

Our new student housing requires some modification to the way we market the institution, to whom and where.

Goal: Strategically and successfully recruit, accept and have matriculated sufficient students interested in campus housing to meet the university's new lease occupancy rate for Fall 2006.

Section 3. Procedures for Evaluating Progress Toward Achievement of Goals

Goal Assessment for Challenge 1:

Secure funding to acquire SCT Document Imaging.

Goal Assessment for Challenge 2:

Decrease by an additional 10% the amount of printed materials physically mailed.

Goal Assessment for Challenge 3:

Students from outside the metro Augusta area will comprise at least 40% of University Village in Fall 2006.

Section 4. Assistance from Other Units

Assistance for Challenge 1:

We will need assistance from the Vice President for Academic Affairs.

Assistance for Challenge 2:

We will need the assistance of the Projects Office and Information Technology Services.

Assistance for Challenge 3:

We will need the assistance of the Public Relations and Publications Office and Ambling Management Company.