

Director of Admissions & Registrar

Description of Service:

The Registrar implements academic and admission policies for students and faculty adopted by the Board of Trustees as set by the Texas Higher Education Coordinating Board. The Registrar is responsible for the organization, assembly, security, and storage of records and forms submitted by or created for students. Various services provide the students with the understanding and skills necessary to become familiar with the college resources and offers students the opportunity to achieve their potential through an academic or vocational education.

Services Provided:

1. Provides an environment where students learn the process of enrolling in a college in accordance with our institution's "open door" admissions policy and equal opportunities without regard to race, color, religion, national origin, sex, age, disability, or veteran status.
2. Guides students on the process necessary to send transcripts and transfer to another institution of higher education.
3. Provides an office with trained personnel to steer students to learn the skills necessary to access their records enabling them to be successful at a university. Faculty and staff are guided to utilize Web Advisor and Campus Cruiser to upgrade their skills with advancing technology.
4. Reviews and confirms all graduation requirements as specified by the college catalog for May, August and December applicants. Degree plans must be certified and processed on the same day that grades are due. This means working late in the evening because all processes must be completed that same day. Degrees must be posted before transcripts are processed. Official graduation list must be reported to the Vice President of Academic Affairs. the following working day.
5. Reviews and confirms all graduation requirements are met as specified by the college catalog for the Law Enforcement Academy Basic Peace Officer.
6. Responsible for implementing course substitutions and waivers on students' degree plans as approved by the Vice President of Academic Affairs.
7. Verifies that Concurrent/Dual students have met TSI requirements. This process is examined every registration period. Tests scores must be processed in Colleague to comply with school guidelines. Maintains contact with area high schools and the Outreach/Dual Credit Coordinator to address compliance concerns. Assists with class registration and class withdrawals throughout each semester as requested by Outreach/Dual Credit Coordinator.

8. Reviews student course enrollments and verifies that the institution is in compliance with TSI and the institution's remediation guidelines. This process is examined every registration period. Maintains contact with personnel at the extension centers.
9. Tracks students admitted under the "NO FAULT RULE" status. Notification letters are mailed to students about TSI Assessments or other state exam testing before semester is completed. If student does not test, re-admittance will be denied.
10. Processes student enrollment verifications for agencies, students, etc.
11. Withdraws students from classes for non-attendance initiated by instructors. Notification letters are mailed to students.
12. Processes grade changes submitted by instructors.
13. Assists students in all inquires and correspondence concerning enrollment, degree plans, grades, test scores, transcripts and other academic concerns.
14. Notifies students of missing admission documents.
15. Coordinates with appropriate departments to organization registration periods. Assists with registration tasks, including course over-rides approval forms both on and off-campus.
16. Responsible for the assembly, security, and storage of all student and faculty records.
17. Prepares the Registrars/ Admissions Office financial operating budget every academic year.
18. Oversees the timely and accurate submission and certification of required state, federal, and institutional reports.
19. Supervises:
 - a. Transcripts/Records Clerk
 - b. Registrar's Office Manager
 - c. Student Information Services Coordinator/VA Official
 - d. Administrative Assistant to the Registrar
 - e. Admissions/Records Clerk
 - f. Dual Enrollment Advisor
20. Responsible for ordering supplies and equipment relevant to the needs of the office. Monitors purchases by office personnel to insure budget requirements. Prepares travel, purchase orders, check requisitions and work orders as needed.
21. Responsible for supervision of Work-Study students by assigning them tasks, training, and reviewing their work.

22. Coordinates with extension centers to assure conformity of admission requirements and academic policies.
23. Responsible for changes and updates for registration information on the academic calendar in the college catalog.
24. Oversees that official transcripts from other institutions are evaluated and processed in Colleague.
25. Evaluates all AARTS, SMART, and Coast Guard Institute transcripts and awards applicable credit for U. S. military training and experience.
26. Lifts, carries, drags, holds, pushes or pulls up to 20 pounds of materials or related equipment.
27. Maintains hours established by the college as assigned by immediate Supervisor/VP and adheres to college lunch and break policies.
28. Follows required rules, regulations, and safety procedures as outlined in the college employee handbook.
29. Performs all other functions as assigned by immediate Supervisor/Dean for efficient operation. Work rules, codes of conduct, and other policies are part of the essential functions of the job.
30. Coordinates evaluation documentation (letters, surveys, class rolls) related to instructors applying for tenure upon request by the Vice President of Academic Affairs.
31. Trains faculty and staff on admissions related Colleague screens. Authorizes Computer Center for login/password after training.
32. Ensures accuracy of all degree plans offered in our college catalog each academic year or when changes are deemed necessary after data entry is processed by SIS Coordinator.
33. Assists with the Admissions Committee with readmission appeals for scholastic suspended students. Processes follow-up documentation necessary for admittance on enrollment with Admissions Office and Financial Office.
34. Ensures accuracy on SWTJC transcripts when concerns arise on scholastic standards, graduation, honors or other related matters.