OFFICE OF THE REGISTRAR

Invaluable Guidance

MISSION

With academic integrity, provide invaluable guidance, record-keeping, and customer service in support of student success.

VISION

To collaborate with the campus community through student-centered innovation in academic record services.

The Office of Registrar provides a wide variety of services. Visit **registrar.uni.edu/who-contact** to identify who can assist you or contact our front desk (319-273-2241) to be assisted accordingly.

STAFF HIGHLIGHTS

- At the 2023 Annual Conference for the Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO), **Shannon Seehase**, Clerk IV, received the Staff Support Award for making an exceptional contribution to her institution and the Association while working in a support staff role.

- A presentation by **Megan Perry**, Assistant Registrar, and **Nicole Lehman**, University Registrar, was selected as the "Best of the Best" at the 2023 UMACRAO conference and was nominated as such for the national conference (AACRAO).

- In November 2023, **Patti Rust**, Senior Associate Registrar, celebrated an impressive 35 years of service at the university!

- After 24 incredible years at UNI, **Janet Eicke**, Clerk III, retired from the office in May 2024.

- We are excited to welcome **Amanda Jacobs**, Secretary III, to the office. In this role she will work with enrollment verifications, transcripts, and general secretarial duties.

UNI / **University of Northern Iowa**
Office of the Registrar

WHAT'S NEW

Electronic Diplomas & New Diploma Partner
We now offer digital diplomas! They are **certified electronic credentials**, known as CeDiplomas, through our trusted partner, Paradigm. This secure document is simple to read, directly validated, shareable on social media, and adaptable to employer application requirements, while putting the credential in students' hands quicker.

Paradigm is also being utilized for diploma printing and mailing. This shortens the wait time for students to receive their printed diploma while providing shipping notifications. We are excited to improve diploma services for our graduates!

Undergraduate Re-Entry Process
Beginning Fall 2023, students that have been away from the University for over a year that have not yet obtained a Bachelor's degree, are required to complete the Re-Entry Form to re-enroll at UNI. This was implemented to better connect returning students to the resources they need while also ensuring we remain compliant with state and federal regulations. This has been done in partnership with Student Success & Retention, who works closely with the students to ensure a smooth return to UNI. Since its implementation, 281 students have gone through the re-entry process and have been assisted in navigating their transition back to the university.

Pronunciation & Pronouns in Rosters
This past year, a significant upgrade occurred to faculty class rosters. Students now have the option to add their name pronunciation, as well as pronouns, to the faculty class roster. Providing this information is entirely optional. Students can add and update this information any time through the "Update My Personal Information" pagelet within their MyUNIverse.

Textbook Transition
The University of Northern Iowa, in collaboration with the UNI Bookstore, has implemented a new textbook and course materials adoption system called Follett Discover Adopt. All Spring 2025 and future textbook and course material adoptions, including OER or "free online textbooks", will be entered directly into Follett Discover Adopt instead of Campus Solutions.

In addition, the bookstore website will give students a list of the books they need to purchase based on their class schedule. Students are able to receive status updates on their book orders and have the option to pick-up or mail their books directly to their place of residence.

New Curriculum Process
In collaboration with the Office of the Provost, the curriculum approval process was restructured during FY 2024. Two distinct approval pathways—Editorial and Substantive—were introduced, each featuring a unique workflow. The implementation of these pathways has streamlined the curriculum approval process and alleviated the administrative burden on departments, faculty, and curriculum reviewers. For questions, please contact **rachelle.kidwell@uni.edu**.

OFFICE OF THE REGISTRAR BY THE NUMBERS FY24

CUSTOMER SERVICE & STUDENT SUCCESS

Phone Calls: 7,432

Emails to our General Inboxes: 22,349

Degrees Conferred: 2,274

Student Requests Processed: 8,186

Add/Drop Forms Processed: 2,283

Declaration of Curriculum Forms Processed: 2,342

Veteran Students Served: 252

Students Recommended for Teacher Licensure: 535

FACULTY & STAFF SUPPORT

Schedule Changes Processed: 1,888

Ad Hoc Report Requests: 189

Curriculum Changes Reviewed & Processed (For 2024-2025 Catalog): 446

COMMENCEMENT CORNER

Marshals are essential in guiding students through the day's celebrations. Last year, we had 38 volunteers, including 10 who were new to this critical role! If you're interested in becoming a Commencement Marshal in the future, please reach out to us at **commencement@uni.edu.**

# of Volunteers & Staff: Approximately 190

# of Student Participants: 1,821

Ceremony Participation Rate for FY24: 79.5%

Faculty & Deptartment Head Participation: 76

Since Fall 2004, **Dr. John Vallentine** has served as the Head Commencement Marshal at our Commencement ceremonies. In this role, he coordinated practice sessions, led the Platform Party, and narrated the pomp and circumstance of the events. In May 2024, he retired after 54 ceremonies and was celebrated and recognized for his significant contributions and dedication.

We are excited to welcome **Dr. Chris Larimer**, Professor of Political Science, as our new Head Marshal. His experience and enthusiasm, evident at the Spring 2024 10:00 am ceremony, promise to uphold the tradition of making our Commencement ceremonies both memorable and inspiring.

GRAD FAIR

Grad Fair provides graduating students the opportunity to meet with a variety of offices on campus in one centralized location to ensure they complete all requirements for graduation and begin their celebration.

Grad Fair Attendance: 653

Grad Fair Vendors:
- Alumni Association
- Career Services
- Flash Photography
- Office of Financial Aid & Scholarships
- Office of the Registrar
- UNI Bookstore (Follett)

Upcoming Grad Fairs
- Spring 2025: Tuesday, March 25 from 9am - 3pm

UPCOMING IMPORTANT DATES

NEW: Visit **registrar.uni.edu/calendar** to subscribe to the Dates to Observe Google Calendar or view printable PDFs for each term.

Fall 2024 Census:
Monday, September 9

Fall 2024 Finals Week:
December 16 - 20

Fall 2024 Commencement:
Saturday, December 21 at 10:00am

Fall 2024 Grade Submission Deadline:
Friday, December 27 at 12:00pm

Fall 2024 Closing Date:
January 30, 2025

Winter Session 2024:
December 23, 2024 - January 17, 2025

Spring 2025 Term:
Tuesday, January 21 - Friday, May 16

Spring 2025 Census:
Monday, February 3

Spring Break:
March 17 - 21

Spring 2025 Commencement:
May 16 & 17

Spring 2025 Grade Submission Deadline:
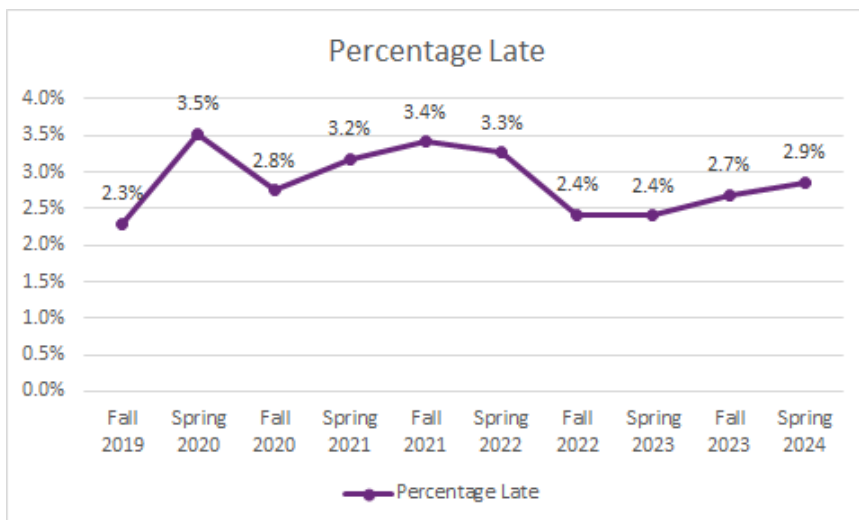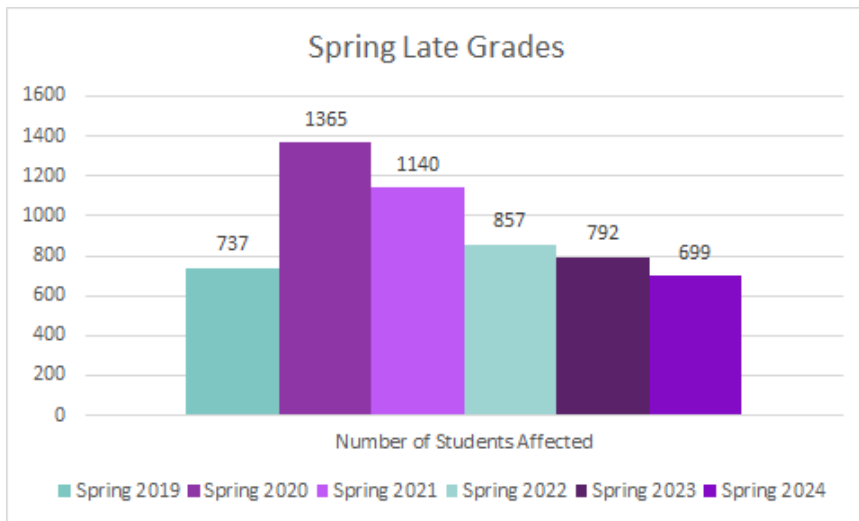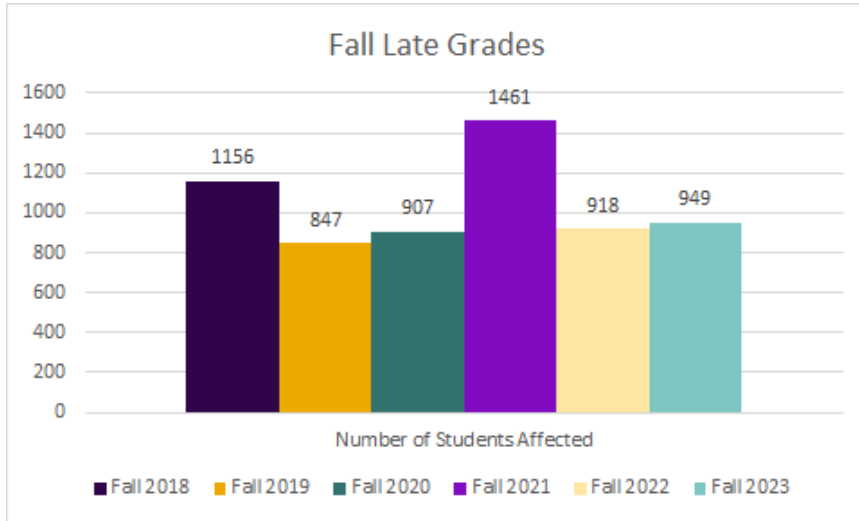Wednesday, May 21 at 12:00pm

Spring 2025 Closing Date:
June 20

LATE GRADES

Grade submission is a critical element of a student's education experience. Late grades negatively affect graduation, employment, academic standing, NCAA certification, Veteran certification, financial aid, scholarships, teacher licensure, and the student's experience as they transition to alumni and future donor status.

Grade deadlines are published each semester in the Dates to Observe. Be sure to review those dates and plan accordingly to ensure course grades are submitted by the deadline so students are able to meet all of their requirements to continue into their next steps.

Fall Late Grades

Number of Students Affected

- Fall 2018: 1156
- Fall 2019: 847
- Fall 2020: 907
- Fall 2021: 1461
- Fall 2022: 918
- Fall 2023: 949

Spring Late Grades

Number of Students Affected

- Spring 2019: 737
- Spring 2020: 1365
- Spring 2021: 1140
- Spring 2022: 857
- Spring 2023: 792
- Spring 2024: 699

Percentage Late

Term	Percentage Late
Fall 2019	2.3%
Spring 2020	3.5%
Fall 2020	2.8%
Spring 2021	3.2%
Fall 2021	3.4%
Spring 2022	3.3%
Fall 2022	2.4%
Spring 2023	2.4%
Fall 2023	2.7%
Spring 2024	2.9%

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of students' education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to have inaccurate or misleading information in their education records corrected.

As a faculty or staff member at the University of Northern Iowa, you have a legal responsibility under FERPA to protect the confidentiality of student educational records in your possession. Student educational records (other than directory information) are considered confidential and may not be released without written consent of the student. Your job places you in a position of trust and you are an integral part of ensuring that student information is handled properly.

If you have access to any elements of student educational records, even just course schedules, you should complete the online FERPA Basics training on an annual basis. It can be completed online at training. uni.edu.

Visit registrar.uni.edu/ferpa for more information on FERPA at UNI.