

Happy to Help – Office of the Registrar

35th Annual Alabama Veterans Affairs Association Conference –
Orange Beach
October 21st, 2025

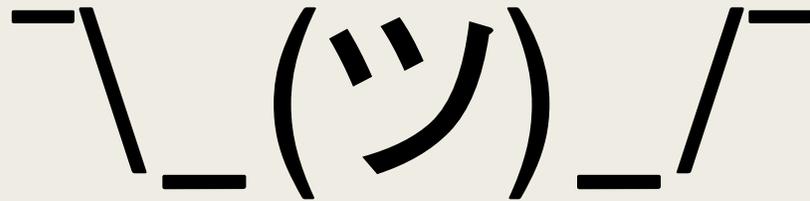


Presenter

Barry Graves, M.S.

- Registrar, Athens State University

What Can the Office of the Registrar Do for You?



Office of the Registrar Responsibilities That Impact VA Students

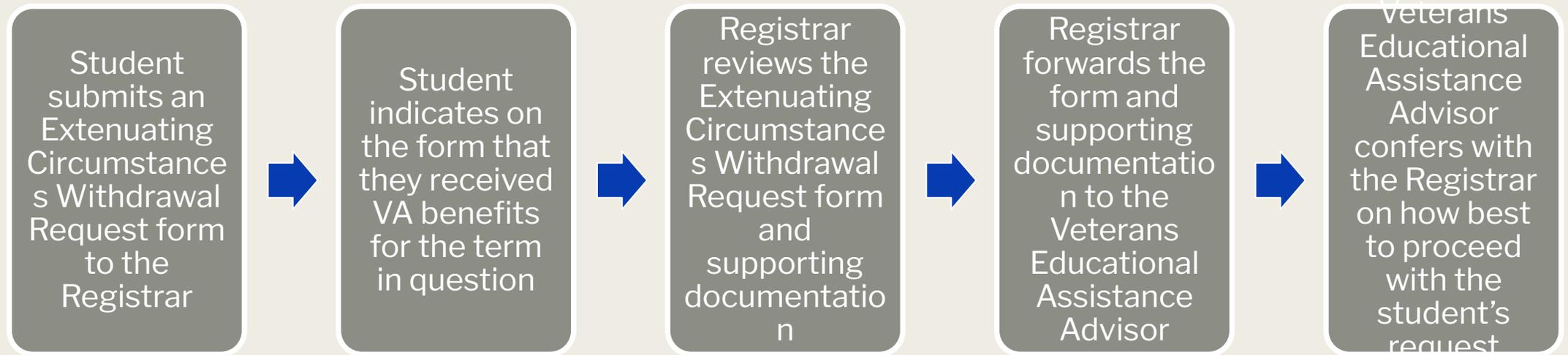
- Maintaining student records
- Evaluating & articulating transfer & transient credit
- Class scheduling
- Late registration and student withdrawals
- Residency reclassification for in-state tuition
- Curriculum management
- Catalog revision & publication

Identify a Go-To in the Office of the Registrar



External Workflow Example #1

Extenuating Circumstances Withdrawal Request – VA Student



External Workflow Example #2

Addendum to the Current Catalog(s) – Curriculum Change



What Do We All Have in Common?

- Academic policy – college catalog(s); student handbook
- Student demographics – Who are our students and how can we better serve them?
- Email/Phone/Text communication– Are we responsive to student, faculty, staff, & alumni questions or concerns? Are we consistent in those responses?
- Student records – Where are students' physical records located? What condition are they in? Are they secure? Do they need to be organized/digitized/destroyed?

What Do We All Have in Common?

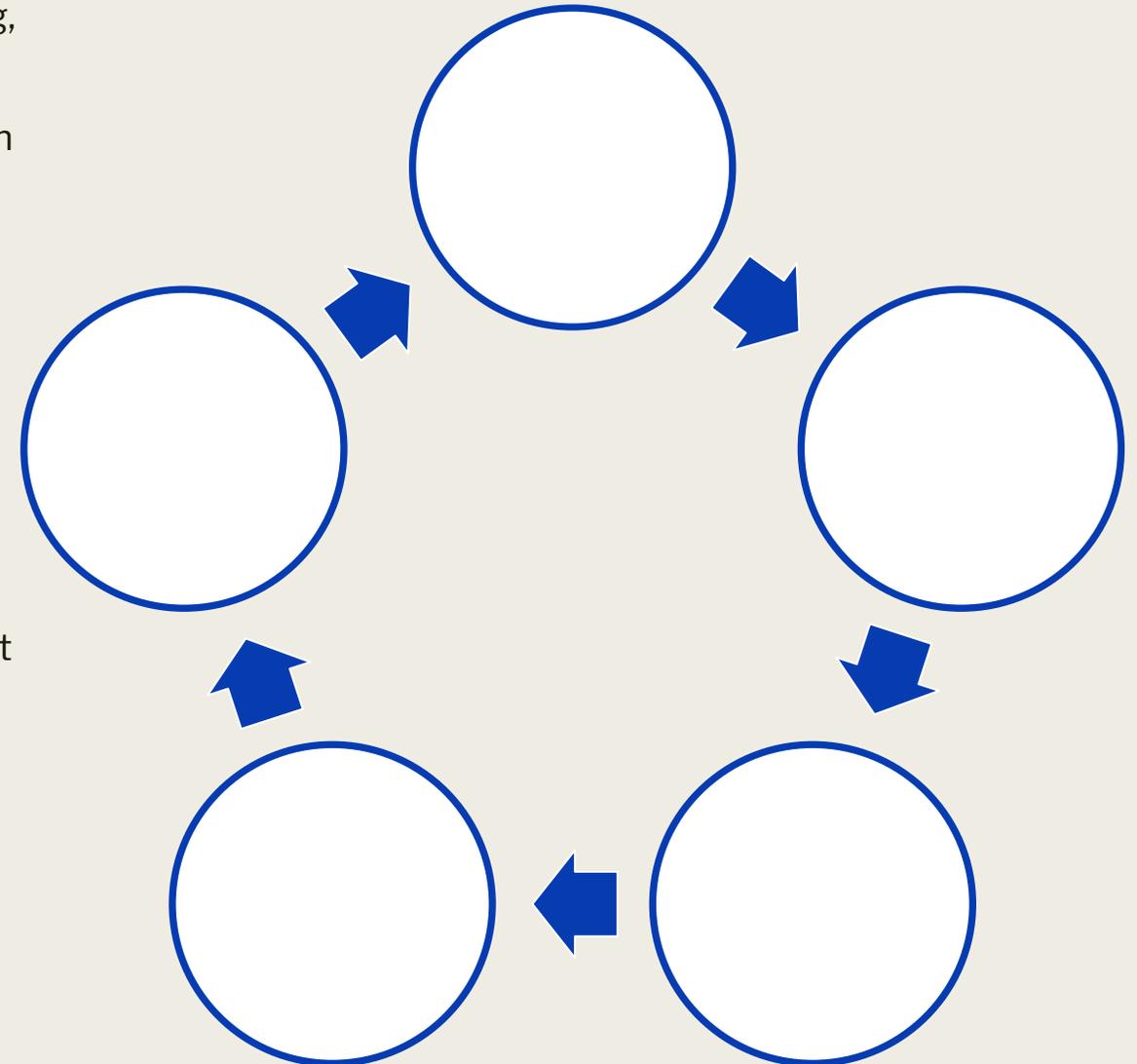
- Calendars – Who updates the College or Academic calendar? Do we have an operational calendar?
- Internal workflows – day-to-day tasks; beginning of term and end of term processes
- External workflows – Which processes involve other offices or departments?
- Training documents – Are they readily available and well-organized? Do they need to be updated?
- Website data – Is website/social media up-to-date and accessible?

Assess Your Partnerships

- Personal issues – Confront any elephants in the room early on
- Level of satisfaction – Is everyone satisfied with the work arrangement? Is everyone satisfied with their role?
- Creating opportunities – Who possesses which abilities and should they be a go-to for our office?
- Projects – What are we working on that impacts another area, and vice versa? What might be coming down the pike tomorrow?

Institutional Goals

- To emphasize a student-centered approach to teaching, learning, and University life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both accessible and affordable
- To promote a sense of belonging that results in lifelong associations with the University
- To foster and strengthen effective partnerships with educational, governmental, business, charitable, and civic organizations
- To recruit and retain a diverse and highly qualified faculty and staff committed to excellence in all University pursuits
- To encourage an atmosphere of diversity and to protect the free exchange of ideas
- To maintain and improve University facilities and programs through public funds and philanthropic initiatives and to ensure effective stewardship of resources
- To conduct University affairs in a manner that is transparent, deliberative, and ethical
- To evaluate, support, and effectively utilize emerging



Strategic Planning

- Communication – Is everyone on the same page?
- Personal Professional Goals – Do personal professional goals coincide with team goals?
- Teams goals – Do team goals coincide with the institutional goals?

$\neg(\neg O \wedge) X(\neg O \wedge)\neg$

Questions? Suggestions? Do you want
to profess your LOVE for my
presentation?

?!?!?!?!?!?!?!?!?!?!?

Feel Free to Contact Me at Your Leisure

Barry Graves

- barry.graves@athens.edu