

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title:** Registration Officer

**Class Code:** 30141

**Pay Grade:** GH

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### A. Purpose:

Audits, analyzes, and approves courses of study for graduation requirements, creates master student registration schedules, develops or documents and interprets policies and procedures, and produces reports and data related to college registration. May also function as an assistant registrar.

### B. Distinguishing Feature:

Registration Officer audits, analyzes, and evaluates specific classes within a course of study and determines students' eligibility for graduation from college. The incumbent also creates or revises master registration schedules, computer programs, registration procedures and practices to assist the college registrar in managing the registration office, and produces data and reports related to issues such as student residency, approved curriculum, and other graduation requirements. This position acts as spokesperson for the office and provides information and technical assistance to faculty, students, and the public.

### C. Functions:

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Conducts degree audits on seniors to ensure degrees are properly awarded to qualified students.
  - a. Determines compliance with major and minor course requirements.
  - b. Identifies outstanding requirements.
  - c. Authorizes preparation of the diploma order.
  - d. Records degree, major and minor, honors, and dissertation or thesis title.
  - e. Produces statistical data on class rank, department rank, grade point average, honor roll, and probation lists on a regular basis.
  - f. Prepares and provides departments with a listing of seniors who are degree candidates to ensure accurate and complete lists are maintained by the registrar's office and the departments.
2. Evaluates transcripts from other colleges and determines transferable credits for new and prospective students to maintain academic credibility of the institution.
3. Prepares semester enrollment statistics and compliance data and reports for federal, state, campus, and other agencies to provide required information to concerned agencies regarding student related statistics.
4. Incorporates changes into course catalog, including course additions and deletions, and updates table for student "repeat" system of comparable courses; collects data, prepares, edits, and distributes catalogs and course schedules to ensure catalogs and schedules accurately reflect course offerings for the current time period.
5. Coordinates the registration and scheduling of students and final fee payment activities conducted by office support staff.

6. Answers students', faculty's, and the public's questions regarding degree requirements; removal of incomplete grades; course requirements; waivers; transferred credits; academic progress; registration; and faculty and the higher education institution's policies to provide accurate information regarding all areas managed through the registrar's office.
7. Reviews residency information and determines applicability and eligibility for reciprocity for new or prospective students.
8. Performs other work as assigned.

#### **D. Reporting Relationships:**

The incumbent may supervise registration or clerical personnel who maintain student files, prepare forms, and enter financial and student statistical data on computers. The incumbent also trains and monitors the work of new registration personnel.

#### **E. Challenges and Problems:**

Challenges include maintaining current knowledge of file contents; maintaining current knowledge of changes in policies, procedures, curriculum, and degree requirements; meeting designated grade report and other federal, state, or campus imposed deadlines; and responding effectively to students', faculty's, and the public's questions by interpreting rules and regulations of the university catalog and advising them in a fair and impartial manner.

Problems include meeting requests for data not in existing files, answering questions regarding degree and program requirements, and determining graduation and athletic eligibility.

#### **F. Decision-making Authority:**

Decisions include determining whether degree requirements are being followed are met; releasing of institutional statistics under specific restrictions; priority and assignment of office work; interpretation of regulations from the college catalog; determining records' accuracy; daily office operations; and recommending office procedures and forms to implement.

Decisions referred include approving changes in policies or procedures; setting deadlines; approving exceptions in release of information or college calendar deadlines; dealing with complex interpretations or regulation exceptions; and office management or personnel problems.

#### **G. Contact with Others:**

Daily contact with current and prospective students and alumni requesting transcripts, verification of credit hours, and transfer evaluations; faculty requesting or updating student data or questioning academic records; the public requesting information on academic programs, admissions, and class listings; and clerical staff to monitor and answer questions regarding duties. Weekly contact with computer staff to determine which reports require special programming and other agencies or individuals requesting information.

#### **H. Working Conditions:**

The incumbent works in a typical office environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- the administrative responsibilities, principles, and practices of the registrar's office;
- effective methods of administering and updating records systems;
- statistical collection and preparation techniques;
- courses and grades required for graduation in specific disciplines;
- supervision.

Ability to:

- develop and organize accurate record systems;
- prepare reports;
- supervise and conduct administrative procedures;
- manage an office and records system;
- communicate information clearly and concisely.