

Allocation amounts are estimates,  
provided to COSAF late Summer 2018

## Student Services Fee DEPARTMENTAL REPORT

Department Name: Office of the Provost

Unit Name: University Registrar

Contact Name: Erin Morgan

Total 2018-19 Projected Allocation: \$993,927

This allocation is approximately 2.84% of the total 2018-19 Student Services Fee revenue.

### Student Services Fees Allocations

Expense	2017-18 Actuals	2018-19 Allocation
Salaries/Benefits	\$811,554	\$993,927
Operational/Other Costs	\$0	\$0
<b>TOTAL</b>	<b>\$844,554</b>	<b>\$993,927</b>

**1. Please provide a *general* description of your department's function:**

The Office of the University Registrar (OUR) is a central hub for service to students on the UC Davis campus. The office maintains the accuracy and integrity of all data in student records. The office provides services, leadership, planning, management, and the implementation and processing of student records, such as registration, course & classroom scheduling, tuition and fee assessment, grading, degree audit and curriculum management, as well as managing the student calendar, and other faculty and staff resources and tools.

**2. Please list the departmental program(s) or service(s) *specifically funded by the Student Services Fee*:**

OUR Staff salaries & benefits are funded by the Student Services fee. These staff provide oversight and leadership for the following services: general Office of the University Registrar email/phone/walk-in services in two locations (Dutton Hall & the AggieCard office in the MU), official transcripts, degree verifications, student AggieCard services, course registrations, grading, enrollment verifications, registration & grading services for students participating in Special Programs (including Study Abroad), graduation, and any adjustments made to the student record (Cancellation & Withdrawals/Planned Educational Leave Program (PELP) requests/Part-Time status/Readmission, etc). These staff also manage class scheduling, online tools for students to view and understand the university curriculum as it applies towards their degree completion, student email communications from the Office of the University Registrar, notary services for transcripts and diplomas, and the Office of the University Registrar webpages and all services provided to students through this online venue.

3. **Please provide information regarding the benefit to UC Davis students from the departmental program(s) or service(s) specifically funded by the Student Services Fee.**

*Be as specific and concise as possible. Include the specific type (e.g., undergraduate, graduate, professional, transfer, etc.) and an estimated number of students served.*

The OUR serves all students **and** alumni, providing critical services and functions relating to academic records, enrollment, class scheduling, and more, as described above. [Budget & Institutional Analysis](#) indicates that UC Davis' current student fall enrollment is as follows:

**Total Students 38,369 (Fall 2017)**

Degree Seeking Undergraduates 30,066

Post-Baccalaureate 146

Graduate 4,580

General Campus Professional 652

Health Science Programs 1,165

Veterinary Medicine 989

Self-Supporting 771

The OUR serves more than 38,369 students annually in addition to supporting alumni, visiting students, summer session students, and those in other programs offered by University Extension.

**Total Living Alumni – over 250,000**

# Office of the University Registrar Use of Student Fees

## Presentation to the Council of Student Affairs and Fees

April 26, 2019

Erin Crom, University Registrar  
Megan Glide-Villasenor, Chief  
Administrative Officer



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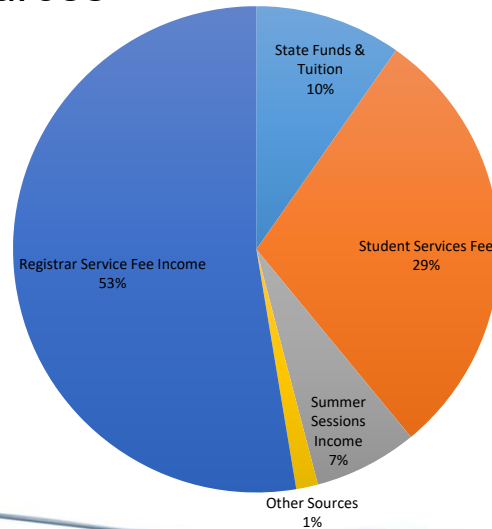
## Office of the University Registrar (OUR) Overview

The Office of the University Registrar (OUR) is a central hub for service to students on the UC Davis campus. The office maintains the accuracy and integrity of all data in student records and provides services, leadership, planning, management of all functions related to student records, such as registration, course scheduling, tuition and fee assessment, grading, degree audit and curriculum management, as well as managing the academic calendar. The office also oversees the Aggie Card office and provides online tools for student use in collaboration with IET.



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## OUR Fund Sources



UCDAVIS

## Office of the University Registrar

The Office of the University Registrar serves all students and alumni providing critical services and functions related to the student academic record, enrollment, degree audit, class scheduling, online services, and more.

Specifically, the Student Services Fee provides funding for OUR staff salaries & benefits who administer the following types of work:

- Email/phone/walk-in service to students in two locations (Dutton Hall & MU)
- Official transcript services, enrollment & degree verifications, graduation & diplomas
- Course registration, adjustments to the student record for leaves of absence and part-time status, refund processing
- Student communications and online services
- Grade change petitions & residency
- Notary services

UCDAVIS

## Who We Serve

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  - **Total Students 38,369 (Fall 2017)**
  - Degree Seeking Undergraduates 30,066
  - Post-Baccalaureate 146
  - Graduate 4,580
  - General Campus Professional 652
  - Health Science Programs 1,165
  - Veterinary Medicine 989
  - Self-Supporting 771
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The UC Davis logo, consisting of the text "UC DAVIS" in a bold, blue, sans-serif font. A decorative blue wave graphic is positioned above the logo.

# Thank you!

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