

STUDENT SERVICES FEE

2019-20

DEPARTMENTAL REPORT TO THE COUNCIL ON STUDENT AFFAIRS AND FEES (COSAF)

Student Services Fee Recipient: **University Registrar**

Contact: Erin Morgan

Total 2019-20 Estimated Allocation: \$966,637

Approximate Percent of the Total 2019-20 Camus Student Services Fee Revenue: 2.8%

Expense	2018-19 Actuals	2019-20 Estimated Allocation
Salaries/Benefits	\$892,685	\$919,466
Operational Costs	\$47,171	\$47,171
TOTAL	\$939,857	\$966,637

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.

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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 39,152 (Fall 2018)

Degree Seeking Undergraduates 30,718

Post-Baccalaureate 158

Graduate 4,687

General Campus Professional 663

Health Science Programs (Includes Vet Med) 2,165

Self-Supporting 761

The OUR serves more than 39,000 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 260,000