Registration Revamp Office of the Registrar

Date Chartered: August 2024



Problem Statement

The current registration process, which involves registration time controls and assigning PINs, is reaching its design limits. It is no longer conducive to Banner upgrades, leading to limited solutions. However, the system's capabilities have expanded, allowing for larger priority registration group sizes.

This project aims to:

- Evaluate long-term goals for registration
- Explore available system enhancements
- Streamline processes to reduce manual work
- Improve the registration experience for students, advisors, and staff



The individual registration times and PIN assignments are defined by process jobs that require extensive manual setup and review. Developed in COBOL 20 years ago, the current process has become outdated due to limited COBOL support at OSU and advancements in system capabilities. With OSU's significantly grown student population, there is a need to evaluate how the system accommodates this growth.

Additionally, each college handles registration for specific student populations (e.g., FYE) and PIN assignments differently. Therefore, a review and possible revision of how registration PINs are managed by each college is necessary.



Objectives

- 1 Eliminate unnecessary modifications and move toward baseline functionality to ensure system efficiency and simplicity.
- 2 Explore effective registration hold mechanisms and the removal of registration PINs to streamline the registration process.
- 3 Explore functionality of registration groups within baseline Banner to improve registration processes.
- 4 Review and analyze the sizes of registration groups and evaluate system capacity to handle them effectively.
- 5 Review and update communication strategies related to registration phases, waitlisting, PIN assignments to minimize confusion for students and advisors.
- 6 Reduce manual term set-up processes by implementing automated solutions to improve efficiency and accuracy.



Project Sponsor and Primary Workgroup

Project Sponsor

Rebecca Mathern University Registrar & Associate Vice Provost Project Manager
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Primary Workgroup Members

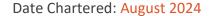
Julia Guinn, Assistant Registrar - Academic Operations

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Stakeholders

Students











Geographic

Region

Stakeholders with Marginalized Identities



Disability



Language Proficiency



Years of Experience



Status



Scope

In Scope

Registration for all student levels and existing special populations

- 2. Communications related to registration (including Phase II and waitlisting)
- 3. Academic Year 25-26

Out of scope

Hierarchal structure of registration to remain unchanged

Timeline

Kickoff	Summer 2024	Workgroup
Project planning	Summer 2024	Workgroup
Stakeholder engagement sessions	Summer - Fall 2024	OtR
Requirements gathering	Summer - Fall 2024	Workgroup
Pre-development (PPRD)	Fall 2024	OtR/UIT
Testing	Winter 2025	OtR/UIT
Training and documentation	Winter - Spring 2025	Communications
Communication plan	Winter - Spring 2025	Communications
Technical implementation (PROD)	Spring 2025	UIT
Launch	*Spring 2025	Workgroup
Project assessment	Fall 2025	Workgroup

^{*}Effective Summer 2025 registration (April 2025)

