

Office of the Registrar

The Office of the Registrar promotes the educational goals of MIT by

- conveying to the MIT community and beyond, accurate, timely information and providing services related to enrollment, registration, and graduation.
- implementing and enforcing academic and administrative policies related to the above.
- creating, updating, preserving, and issuing academic records for past and current students and alumni/ae.
- developing and communicating official subject, schedule, and curricular program information.
- managing and maintaining classroom space.

In fulfilling its mission, the Office of the Registrar works with the Faculty, Institute/Faculty committees, departments, staff, and students to guide and assist in developing and modifying educational policies and procedures in accordance with Institute policy and local, state, and federal laws. The office will continue to gather, maintain, interpret, and share information through new technologies, broadened capacities, and enhanced communications in the areas that the Institute has entrusted to its charge.

Accomplishments

The Institute continued to rely on the Registrar's Office in various and complex ways. The staff worked extremely hard in sustaining educational initiatives and handling exceptions that arise. Our commitment to service was fortified by additional, temporary staffing. We continued to exploit the robustness of the MIT Student Information System in meeting all of the challenges within this dynamic environment.

Technological Highlights

In partnership with Student Services Information Technology, we

- implemented a new registration form with dynamic messaging in support of the advising process, along with web-based reports and downloads of registration and biographic information for departmental administrators.
- implemented an online degree application, which allows students to easily submit and modify information related to their graduation and participation in Commencement.
- developed and tested an online degree tracking system, which allows departments to easily verify degree applications and monitor the status of their students.
- migrated the Registrar file servers to a supported Information Services Windows domain server managed by Information Services & Technology.
- increased student information sent to the data warehouse.

Policy Work

This year, Registrar's Office staff worked with

- the Committee on Academic Performance to clarify the I and OX grades, and to modify the Instructor's Report Form and the recording of default grades
- Computational and Systems Biology on the establishment of a new PhD degree
- the Singapore-MIT Alliance in developing rational tuition and degree-awarding schemes
- the Sloan School on tuition, audit, and degree issues in support of their revised Executive Program
- the Cambridge-MIT Exchange program to standardize subject offerings and clarify student registration status
- the Committee on Student Information Policy in the development and distribution of the Guide for Faculty and Staff—Student Information Policy
- the dean, associate provost, and the Department of Facilities to develop an Institutional document regarding classrooms
- the Commencement Committee in streamlining information in the Commencement book

Operational Highlights

Our office worked with the Committee on Curricula to approve 87 new undergraduate subjects (including one new Institute Lab subject, eight Communication Intensive in the [CI] Humanities, Arts, and Social Sciences [HASS] subjects, and 22 Communication Intensive in the Major subjects), and a new interdisciplinary HASS minor in International Studies.

Additionally we worked with the Committee on Graduate School Programs to approve 119 new graduate subjects, we worked with Reference Publications to explore decreasing the number of Bulletin copies printed, we streamlined the degree approval process with the academic departments, and we articulated scheduling parameters of Stata classrooms for academic and non-academic activities

Classroom Management Highlights

This year, we accomplished the following:

- Led the effort for design documents for the renovation of three classrooms in Building 26: 26-168, 26-204, and 26-210
- Added five new academic spaces in Stata to the Registrar's classroom inventory
- Updated audiovisual systems including new video projectors in ten classrooms in Building 2
- Provided new tables and chairs to classroom 5-233
- Cost shared with the Department of Civil and Environmental Engineering for new tables and chairs in classrooms 48-308 and 48-316

- Provided new chalkboard sliding systems to lecture hall 1-190 and classroom 4-159
- Replaced video projection screens in 54-100 and 10-250
- Cost shared with the Department of Aeronautics and Astronautics for the replacement of a video projector in 33-319
- Completed an audiovisual upgrade including a new Crestron control panel in classroom 1-150
- Replaced carpeting in 4-152, 4-160, and 24-115
- Replaced motorized sun and blackout shades in lecture hall 6-120
- Developed a web-based survey to solicit faculty experiences in classrooms

Registration

In academic year 2003–2004 student enrollment was 10,340, compared with 10,317 in 2002–2003. There were 4,112 undergraduates (4,178 the previous year) and 6,228 graduate students (6,139 the previous year). The international student population was 2,572, representing eight percent of the undergraduate and 36 percent of the graduate populations. These students were citizens of 106 countries. (Students with permanent residence status are included with US citizens.)

In 2003–2004, there were 3,537 women students (1,739 undergraduate and 1,798 graduate) at the Institute, compared with 3,483 (1,727 undergraduate and 1,756 graduate) in 2002–2003. In September 2003, 460 first-year women entered MIT, representing 45 percent of the freshman class of 1,022 students.

In 2003–2004, there were, as self-reported by students, 2,898 minority students (1,961 undergraduate and 937 graduate) at the Institute, compared with 2,861 (1,971 undergraduate and 890 graduate) in 2002–2003. Minority students included 364 African Americans (non-Hispanic), 84 Native Americans, 638 Hispanic Americans, and 1,812 Asian Americans. The first-year class entering in September 2003 included 481 minority students, representing 47 percent of the class.

Degrees Awarded

Degrees awarded by the Institute in 2003–2004 included 1,194 bachelor's degrees, 1,628 master's degrees, 12 engineer's degrees, and 467 doctoral degrees—a total of 3,301 (compared with 3,258 in 2002–2003).

Personnel Changes

Renee Littlejohn joined the schedules staff in a temporary position to accommodate an increased workload related to the opening of the Stata Center.

Laura Howe replaced Peter Hayes as coordinator, registration services. Peter was promoted to assistant registrar as part of a staff realignment following the retirement of associate registrar Betty Bradley.

Piero Chacon joined the staff in the Academic Records section. He is participating in the DUE Minority Fellowship Program.

Mary Callahan
Registrar

More information on the Registrar's Office can be found on the web at <http://web.mit.edu/registrar/>.