

## Registrar's Office Advisor Survey

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This survey is intended for those University employees that advise undergraduate students about course selection and degree completion as part of their regular responsibilities. If you are engaged in this type of academic advising your time completing this survey is greatly appreciated.

Required answers: 0 Allowed answers: 0

Q1 What best describes your position on campus?

Academic advisor[Code = 1]

Administrative staff with some advising responsibilities[Code = 2]

Faculty member with some advising responsibilities[Code = 3]

Other (please specify)[Code = 4] [Textbox]

Required answers: 1 Allowed answers: 1

Q2 Please describe your primary affiliation:

University College[Code = 1]

Architecture & Planning[Code = 2]

Business[Code = 3]

Education[Code = 4]

Engineering[Code = 5]

Fine Arts[Code = 6]

Health[Code = 7]

Humanities[Code = 8]

Medicine[Code = 9]

Mines & Earth Sciences[Code = 10]

Nursing[Code = 11]

Science[Code = 12]

Social & Behavioral Science[Code = 13]

Social Work[Code = 14]

Other (please specify)[Code = 15] [Textbox]

Required answers: 1 Allowed answers: 1

Q3 What resource(s) do you reference when you have a question about University policies and procedures related to degree completion? (Check all that apply)

Catalog[Code = 1]

Another advisor[Code = 2]

Supervisor[Code = 3]

Registrar's Office[Code = 4]

Head of department[Code = 5]

Students[Code = 6]

Advising Basics Manual[Code = 7]

Regulations Library[Code = 8]

Other (please specify)[Code = 9] [Textbox]

Required answers: 1 Allowed answers: 9

Q4 What is the most valuable resource?

Catalog[Code = 1]

Another advisor[Code = 2]

Supervisor[Code = 3]

Registrar's Office[Code = 4]

Head of department[Code = 5]

Students[Code = 6]

Advising Basics Manual[Code = 7]

Regulations Library[Code = 8]

Other (please specify)[Code = 9] [Textbox]

Required answers: 1 Allowed answers: 1

Q5 What policy and/or procedure information would you like to have available through the Registrar's Office webpage(s)?

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

Q6 Do you use DARS as your primary evaluation tool for student progress towards degree completion?

Yes [Code = 1]

No (please specify what you use)[Code = 2] [Textbox]

Required answers: 1 Allowed answers: 1

Q7 Do you believe the DARS report is clear and easily understood by students?

Yes [Code = 1]

No (please specify that suggestions you have to improve DARS)[Code = 2] [Textbox]

Required answers: 1 Allowed answers: 1

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Q8 When running DARS for advising purposes, which are you most likely to select?

"Generate Degree Audit for Declared Major" (based upon declared major and catalog year of student)[Code = 1]

"Generate Degree Audit Reports" (major and catalog year must be selected)[Code = 2]

Required answers: 1 Allowed answers: 1

Q9 Please rate your level of satisfaction with the current process for clearing students for graduation:

Very satisfied[Code = 4] [Numeric Value = 4]

Satisfied[Code = 3] [Numeric Value = 3]

Unsatisfied[Code = 2] [Numeric Value = 2]

Very unsatisfied[Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q10 What is your understanding of the purpose of the Graduation Application (i.e., the Application for Undergraduate Degree)?

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

Q11 The Graduation Division of the Registrar's Office asks students to apply for graduation by the deadline associated with their anticipated final semester, but no more than one year in advance. Do you alert your students of this expectation?

Always[Code = 5] [Numeric Value = 5]

Usually[Code = 4] [Numeric Value = 4]

Sometimes[Code = 3] [Numeric Value = 3]

Rarely[Code = 2] [Numeric Value = 2]

Never[Code = 1] [Numeric Value = 1]

Required answers: 1

Allowed answers: 1

Q12 Is this timeframe a reasonable expectation for you and your students?

Yes [Code = 1]

No (please explain)[Code = 2] [Textbox]

Required answers: 1

Allowed answers: 1

Q13 We are considering moving to an electronic application for graduation that would not require an advisor's signature. Would you be in favor of this if another mechanism for requiring a final advising meeting with you were implemented?

Yes [Code = 1]

No (please explain)[Code = 2] [Textbox]

Required answers: 1

Allowed answers: 1

Please indicate your practice for reviewing the following items during an advising appointment when a graduation application is signed:

Q14 Completion of General Education Requirements

Always[Code = 5] [Numeric Value = 5]

Usually [Code = 4] [Numeric Value = 4]

Sometimes [Code = 3] [Numeric Value = 3]

Rarely [Code = 2] [Numeric Value = 2]

Never[Code = 1] [Numeric Value = 1]

Required answers: 1

Allowed answers: 1

Q15 Completion of Bachelor Degree Requirements

Always[Code = 5] [Numeric Value = 5]

Usually [Code = 4] [Numeric Value = 4]

Sometimes [Code = 3] [Numeric Value = 3]

Rarely [Code = 2] [Numeric Value = 2]

Never[Code = 1] [Numeric Value = 1]

Required answers: 1

Allowed answers: 1

Q16 Completion of Major Requirements

Always[Code = 5] [Numeric Value = 5]

Usually [Code = 4] [Numeric Value = 4]

Sometimes [Code = 3] [Numeric Value = 3]

Rarely [Code = 2] [Numeric Value = 2]

Never[Code = 1] [Numeric Value = 1]

Required answers: 1

Allowed answers: 1

Q17 Duplicate courses from transfer work

Always[Code = 5] [Numeric Value = 5]

Usually [Code = 4] [Numeric Value = 4]

Sometimes [Code = 3] [Numeric Value = 3]

Rarely [Code = 2] [Numeric Value = 2]

Never[Code = 1] [Numeric Value = 1]

Never[Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q18 Repeated courses within U of U work

Always[Code = 5] [Numeric Value = 5]

Usually [Code = 4] [Numeric Value = 4]

Sometimes [Code = 3] [Numeric Value = 3]

Rarely [Code = 2] [Numeric Value = 2]

Never[Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

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Q19 What suggestions do you have to improve the graduation application or the graduation process in general?

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

Please rate the helpfulness of the following tools available on CIS:

Q20 Graduation Clearance Report

5 - Very helpful [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very unhelpful [Code = 1] [Numeric Value = 1]

Not used[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q21 Graduation Candidates by Major

5 - Very helpful [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very unhelpful [Code = 1] [Numeric Value = 1]

Not used[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q22 Lists of Students by Major

5 - Very helpful [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very unhelpful [Code = 1] [Numeric Value = 1]

Not used[Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q23 Student Info (Grades, Academic Summary, Schedules, etc.)

5 - Very helpful [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very unhelpful [Code = 1] [Numeric Value = 1]

Not used [Code = 0] [N/A]

Required answers: 1 Allowed answers: 1

Q24 Please provide any additional comments on these tools:

[Code = 1] [Textbox]

Required answers: 0 Allowed answers: 1

Q25 Do you use any other tools available on CIS?

Yes (Which tools do you use and how helpful are they?) [Code = 1] [Textbox]

No [Code = 2]

Required answers: 1 Allowed answers: 1

How comfortable are you with your knowledge of the following?

Q26 Family Educational Rights and Privacy Act (FERPA)

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q27 DARS reports

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q28 Graduation Planning System(GPS)

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q29 Bachelor's degree and general education requirements

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q30 Major/minor requirements

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q31 Policies and process for catalog year declaration

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q32 Entering exceptions to requirements in DARS

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q33 Your responsibilities related to the graduation clearing process

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q34 Graduation application renewal process (i.e., for those first time applicants who anticipate delaying their graduation to a future term)

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1 Allowed answers: 1

Q35 Graduation re-application process (i.e., for those who were denied for graduation for the term they applied, those who stop taking classes before graduation, and for those who wish to delay to another future term after using

the renewal process)

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1

Allowed answers: 1

Q36 Process for changing a graduation application once it's been submitted to the Registrar's Office (i.e., adding or changing a second major or minor)

5 - Very comfortable [Code = 5] [Numeric Value = 5]

4 [Code = 4] [Numeric Value = 4]

3 [Code = 3] [Numeric Value = 3]

2 [Code = 2] [Numeric Value = 2]

1 - Very uncomfortable [Code = 1] [Numeric Value = 1]

Required answers: 1

Allowed answers: 1

Q37 What additional resources, training or improvements could the Registrar's Office provide that would be helpful in your responsibilities as an academic advisor?

[Code = 1] [Textbox]

Required answers: 0

Allowed answers: 1

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