

Proposal for Columbia's Registrar

Observation:

Presently, when students attempt to make changes to their schedule, they receive no electronic verification from the Registrar. At best, students receive a receipt from the office that guarantees the changes will be made. However, there is currently no system in place that notifies students at the exact moment when the adjustments have been made to their transcript. It is the student's responsibility to consistently check their schedule.

Moreover, other services on campus send electronic confirmation to students when transactions are made. For example, Housing Services notices students through email when they check out and return a bin. Also, the Registrar currently emails students when they have grades posted, but not when changes are made to their schedule.

Argument:

Because errors can be made within the Register process, it is essential for students to be notified immediately when changes are made. Furthermore, most students modify their schedule close to University deadlines and therefore, are penalized when mistakes appear on their transcript. Sending students verification enables everyone to witness if the correct changes have been made to their schedule. Additionally, students will then have the ability to contact the Registrar for changes.

The technology is available and in fact, already in place at the University to update the Registrar's systems; implementing this change should be quite feasible.

Finally, producing an email verification system will produce a more convenient method for students to assess changes to their schedule.

Proposal:

Columbia's Registrar sends students email verification when changes have been made to their schedule. The email will be sent out at the moment the modification occurs.

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