Office of the Registrar

The Office of the Registrar works with faculty members, Institute and faculty committees, departments, staff, and students to guide and assist development and modification of educational policies and procedures in accordance with Institute policy and local, state, and federal laws. The office continues to gather, maintain, interpret, and share information through new technologies, broadened capacities, and enhanced communications in areas the Institute has entrusted to its charge.

Technological Highlights

The Institute relies on the Office of the Registrar in various and complex ways. In AY2014, the office continued to provide the highest level of service and accuracy. The education systems roadmap challenged the staff to define functional requirements, make design decisions, test, and then implement and communicate major Institute-wide improvements to core business.

In partnership with Information Services and Technology (IS&T), the Registrar's Office:

- Deployed a new digital add/drop/change in registration process for all students, instructors, and advisors.

- Implemented a new classroom scheduling system to build the class schedule for the 2014 fall semester. The system is currently being used for ad hoc events and will be used for student scheduling and final exam scheduling in AY2015.

- Advised the senior director of Institute events in the design and implementation of a digital event registration system.

- Participated in a summer usage study group that provided the chancellor with space utilization data that helped inform the prioritization process.

- Explored modern, secure data delivery methods, including testing and approving application program interfaces and developing Cognos reports from the Data Warehouse.

- Enhanced the underlying technical infrastructure, including replacing core MIT Student Information System (MITSIS) forms with web-based interfaces and recoding numerous applications with current languages and frameworks.

- Assisted the Office of Faculty Support in developing functional specifications and testing an application that will provide tools to manage enrollment in communication-intensive Humanities, Arts, and Social Sciences (HASS) subjects as well as the new online HASS concentration form.

- Developed requirements and conducted a vendor analysis with the Reference Publications Office and selected a product for a new catalog and curriculum management system.

Educational Policy and Governance

The Office of the Registrar played a major role in advising senior administrators and faculty committees on several complex student issues involving tuition, registration, the academic calendar, and degree programs. For example, the office:

- Actively participated, as a member of the MITx Subcommittee of the Faculty Policy Committee, in discussions focusing on academic credit for MITx classes.

- Actively participated, as a member of the Ad Hoc Committee on Privacy of Student Records, in discussions leading to a series of recommendations regarding maintenance of and access to learner data.

- Led discussions regarding the future role of the Committee on Student Information Policy.

- Provided classroom expertise as a member of the Working Group on MIT Education and Facilities of the Institute-wide Task Force on the Future of Education at MIT.

- Advised the Committee on Graduate Programs on policy changes involving graduate subject G- and H-level credits.

- Worked closely with the Office of the Executive Vice President and Treasurer, the Office of Digital Learning, the Committee on Curricula (CoC), Student Financial Services, and the Housing Office to establish the summer@future program.

- Analyzed new degree audit requirements around modular REST (Restricted Electives in Science and Technology) subjects as mandated by CoC.

- Worked with Courses 1 and 4 and CoC in reviewing restructured degree programs.

- Assisted the School of Engineering in the creation of the Vest Scholars Program.

- Served on various search committees, including those for the IS&T vice president and the director of student receivables.

The office provides ongoing staff support to the Committee on Curricula; the committee reviewed 208 applications for double majors, 24 petitions regarding the Restricted Elective in Science and Technology requirement, and one Institute Laboratory petition. On behalf of CoC, the curriculum management section also works with the Subcommittee on the Communication Requirement and the Subcommittee on the HASS Requirement to coordinate the complex review of General Institute Requirements for former students who apply for readmission after failing to complete their undergraduate studies within 10 years of original entry. Five such cases were reviewed during AY2014.

Curriculum and Classroom Management

The dynamic nature of MIT's curriculum was aptly illustrated by the addition of 159 subjects (90 undergraduate, 69 graduate), coupled with revisions to 1,315 existing subjects (943 undergraduate, 372 graduate). Represented in these totals are 3,364 revisions, with slightly more than half (54.7%) emerging from the graduate curriculum. In addition, 146 subjects were removed from the catalog, and five were reinstated.

MIT begins AY2015 with a regular curriculum that boasts 3,692 subjects (45.4% undergraduate, 54.6% graduate).

The scheduling of MIT's academic classes is a critical responsibility of the Office of the Registrar. The schedules section made 4,951 classroom reservations for lectures, recitations, laboratories, and design sessions in support of MIT subjects. The office processed an additional 3,595 reservations for academic activities, including exams (including final exams), review sessions, not-for-credit seminars, office hours, tutorials, and presentations. The total number of academic reservations (8,456) decreased marginally (by 1.2%) from AY2013.

MIT's classrooms are also in high demand as community spaces for meetings, conferences, student groups, continuing education, and registered events throughout the year. The schedules section made 13,719 classroom reservations on behalf of the MIT community, matching last year's level.

The office provided leadership in a number of areas related to classroom management, including changes in classroom inventory and classroom enhancements. Highlights are as follows:

- Led the effort for the design phase of the future renovations of 16 office classrooms in Buildings 2, 4, and E52; construction on those projects began during the fall 2012 term. As part of this project, renovations of two lecture halls (4-270 and 4-370), lecture room 2-105, and seminar room 2-103 were completed this year.

- Built two new classrooms, 35-308 and 35-310, as replacements for 24-402 and 24-407, which were removed from the office's classroom inventory.

- Combined two small classrooms (24-110 and 24-112) to make one larger—and more versatile—space (24-112).

- Installed new fixed seating in lecture room 3-133 and lecture hall 3-370 and new tables and chairs in classroom 33-422.

- Installed new lighting control systems and refinished the wood paneling in 1-132, 1-134, 1-135, 1-136, and 1-150.

- Reupholstered the conference chairs in 4-251, 4-253, 5-231, and 14N-112.

- Installed new video projectors and updated code to either MediaLink or Creston control systems for classrooms 1-132, 1-134, 1-135, 1-246, 1-273, 1-371, 1-375, 1-379, 4-364, 5-134, 5-217, 56-114, 56-154, 32-124, 32-141, 32-144, 32-155, and 26-152.

- Installed new audiovisual systems, including video projector and connection points for laptops, in classrooms 4-257, 4-261, 4-265, 26-152, 34-304, and E51-361.

- Installed new digital audiovisual systems in 3-270 and 3-370.

Data Request and Academic Calendar Highlights

The Registrar's Office provided data to several faculty committees as well as academic departments. Among the requested projects, the office examined data related to drop dates and student performance and created several calendar scenarios that examined the possibility of moving commencement to an earlier date. Other projects included an examination of transfer credits and time to degree as well as an in-depth study of the calculus requirement. The office has also taken over the Institute's data submission efforts for the Consortium on Financing Higher Education's SORT (Student Outcomes and Retention Tracking) project. This project is ongoing and involves extracting large amounts of data, working with the consortium's computation experts to ensure that the Institute's retention and graduation rates are correctly portrayed, and coordinating with other consortium schools so that outcomes can be compared. Our office will continue to guide this project's evolution as it develops.

Registration

In AY2014 student enrollment was 11,301, as compared with 11,189 in AY2013. There were 4,528 undergraduates (versus 4,503 the previous year) and 6,773 graduate students (versus 6,686 the previous year). The international student population, comprising citizens of 114 countries, was 3,244, representing 9.9% of undergraduates and 41.3% of the graduate population. (Students with permanent resident status are counted with United States citizens.)

In AY2014, there were 4,162 women students (2,041 undergraduates and 2,121 graduates) at the Institute, as compared with 4,122 (2,038 undergraduates and 2,084 graduates) in AY2013. In September 2013, 507 first-year women enrolled at MIT, representing 45.3% of the freshman class of 1,118 students.

In AY2014, there were, as self-reported by students, 3,644 minority students (2,305 undergraduates and 1,339 graduates) at the Institute, as compared with 3,588 (2,250 undergraduates and 1,338 graduates) in AY2013. Minority students included 486 African Americans (non-Hispanic), 133 Native Americans, 16 Native Hawaiians or Other Pacific Islanders, 969 Hispanic Americans, and 2,040 Asian Americans. The first-year class enrolled in September 2013 included 595 minority students, representing 43.2% of the class.

Degrees Awarded

Degrees awarded by the Institute in AY2014 included 1,060 bachelor's degrees, 1,811 master's degrees, 14 engineer's degrees, and 594 doctoral degrees—a total of 3,479 (as compared with 3,389 in AY2013).

Staff

Kara Cunningham joined the staff in September as a registrarial assistant in the schedules section. She filled the positioned vacated in June when Jessica Zdon-Smith was promoted to administrator of undergraduate degree audit.

Mary Callahan
Registrar