

# Registrar Workshop

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Sandra McKnight



**OKLAHOMA**  
**CareerTech**

# registrar

reg·is·trar

## Definition of *registrar*

: an official recorder or keeper of records: such as

**a:** an officer of an educational institution responsible for [registering](#) students, keeping academic records, and corresponding with applicants and evaluating their credentials



# Is that you?



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# Records important to fulltime/student aid:

## Program enrollment:

- Start Date
- Program Hours
- Advance Standing/Prior Credit
- Withdrawal
  - ✓ Successful Completion
  - ✓ Early completion
  - ✓ Drop
  - ✓ Leave of Absence



# How do you get this information?

## >Hard Copy Form

- from Student
- from Fellow Staff

## >Electronically

- Sent to you
- You go and look to retrieve it
- Notification or Schedule



# Where is it used?

- > Student Aid – all kinds
- > Account statements/billing
- > Follow-Up
- > Gainful Employment
- > IPEDS
- > Work-Based Learning
- > Certification and Completion - Badging





# In the Beginning.....



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**Canadian Valley Technology Center**  
**OPE ID: 009965 00**  
**Approved / Accredited Programs**  
**2023 - 2024 Academic Year**

CIP Code	SOC Code	State Program Name	Technology Center Program Name	Local Program Hours	Weeks	CAMPUS		
						Chickasha	Cowan	El Reno
09.0902	27-3031.00	Marketing Communications - Advanced	Marketing Communications Associate	960	34	X		
10.0304	27-1014.00	Multimedia Technology - Advanced	Multimedia Specialist	960	34			X
11.0801	15-1254.00	Web Design and Development / IT - Advanced	Web Application Developer	960	34			X
11.0901	15-1231.00	Computer / Network Support - Advanced	Network PC Support Technician	960	34	X		X
12.0401	39-5012.00	COSMETOLOGY	Cosmetologist	1500	70			X
12.9999	35-9011.00 35-9031.00	Service Careers Hospitality & Restaurant Assistant	Service Careers - Hospitality	960	34	X		X
13.1210	25-2011.00	Early Care and Education Teacher	Early Care Education	960	34	X		X
<b>15.0406</b>	<b>17-3024.00</b>	<b>Mechatronics</b>	<b>Industrial Automation</b>	<b>960</b>	<b>34</b>			<b>X</b>
15.1302	17-3013.00	Computer Aided Drafting-MN	CAD Drafter	960	34	X		
15.1304	17-3011.00	Computer Aided Drafting - Construction	Computer Aided Drafting	960	34			X
43.0107	33-3051.00	Criminal Justice	Criminal Justice	960	34			X
43.0107	33-3051.00	Criminal Justice	Basic Police Officer Certification Academy (BPOC)	637	18			X
46.0201	47-2031.00	Carpentry	General Carpenter / Construction Trades	960	34			X
46.0302	47-2111.00	Electrical Trades	Electrician's Assistant	1000	36	X		X
46.0302	47-2111.00	Electrical Trades	Electrician's Assistant ( <i>evening</i> )	1000	44			X
46.0401	49-9071.00	Service Careers - Facility & Grounds	Building and Grounds Maintenance Technician	960	34	X		
46.0401	49-9071.00	Service Careers - Explorer	Service Careers Building & Ground Maintenance	960	34			X
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	Residential HVAC Technician	1000	36	X		
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	Residential/Light Commercial HVAC Technician	1000	34			X
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	Residential/Light Commercial HVAC Technician ( <i>evening</i> )	1000	44			X
47.0603	49-3021.00	Automotive Collision Repair and Refinishing	Combination Collision Repair Technician	960	34	X		
47.0603	49-3021.00 51-9122.00	Automotive Collision Repair and Refinishing	Collision Repair Technician	960	34			X
47.0604	49-3023.00	Automotive Service Technology	Automotive Service Technician (ASE aligned)	960	34	X		X
47.0607	49-3011.00	A & P Mechanic	Aviation Maintenance Technician	1980	74			X





# Program hours = Clock hours

OK Board of Career and Technology Education is approved by US Dept of ED to accredit fulltime programs in Clock hours. Fulltime hours are always Clock Hours.

Business and Industry Services' short term training is also delivered in hours of time: #hours x #students = contact hours for various reports



# Clock hour:

(1) A period of time consisting of—

(i) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;

(ii) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period;

~~(iii) \*\*Sixty minutes of preparation in a correspondence course; or~~

# Clock hour cont...

(iv) In distance education, 50 to 60 minutes in a 60-minute period of attendance in -

(A) A synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or

(B) An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

# Cont....

(2) A clock hour in a distance education program does not meet the requirements of this definition if it does not meet all accrediting agency and State requirements or if it exceeds an agency's or State's restrictions on the number of clock hours in a program that may be offered through distance education.

(3) An institution must be capable of monitoring a student's attendance in 50 out of 60 minutes for each clock hour under this definition.

# Carnegie Units (HS credit)

- > Academic courses offered in technology centers and local schools must adhere to the SDE requirements for awarding Carnegie units of credit. A unit of credit is given for successful completion of a course that meets a minimum of
  - 40 minutes a day, 5 days a week for 36 weeks,
  - or the equivalent of 120 clock hours within the school year

# Records related to hours:

- Attendance
- Grades
- Prior Transcripts/Grades/Plans of Study:
  - ✓ previous attendance at your school
  - ✓ previous attendance elsewhere
  - ✓ prior credit/advance standing

# Attendance start and stop:

- Withdrawal
  - ✓ Successful Completion
  - ✓ Early completion
  - ✓ Drop
  - ✓ Leave of Absence



# KEYS for Success:

- Daily Routine
  - ✓ processes
- Timely Records
- Completed Forms
- Communication between roles/areas
  - ✓ “who does this affect?”
- Evaluate and Change







# Share, Borrow, Steal...

Do NOT reinvent everything



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# Who uses what software?

## > Lumatech

- Eastern OK
- Green Country
- Red River
- Southwest
- Wes Watkins

## > Achademix

- Caddo Kiowa
- High Plains
- MetroTech
- Moore Norman
- Northeast
- Pontotoc
- Southern OK
- Tri County

## > PowerSchool

- Central Tech
- Gordon Cooper
- Indian Capital
- Mid-America
- Mid-Del
- Pioneer



# Who uses what cont....

## > CRM Dynamics 365

- Autry
- Western

## > SONIS/Jenzabar

- Canadian County
- Great Plains
- Meridian
- Northwest

## > Colleague

- Tulsa

## > Custom

- Chisholm Trail
- Francis Tuttle
- Kiamichi



Sandra McKnight

405-743-5519

[sandra.mcknight@careertech.ok.gov](mailto:sandra.mcknight@careertech.ok.gov)



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