Registrar and Academic Records Training Course: Admissions, SIS, Transcripts and Degree Audit

5 – 9 July 2027
London - Central London four-star



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Introduction:

University registrar and academic records management training, covering admissions, SIS and degree audit, is a 1-week course for admissions, registration and academic records teams that ends with a Registrar Operations and Academic Records Improvement Plan for a case university. Many registrar offices process applications by hand, publish timetables that clash, apply probation rules inconsistently and issue transcripts from student information system data nobody has checked, so graduation clearances stall. Nominees already handle applications, registration or student records and work through case studies built on applicant, timetable and grade data. CoreConcept Training Center delivers this registrar and academic records course.

Course Objectives:

- Map registrar office functions, academic calendar deadlines and the student record data model from applicant to graduate
- Process admission applications with weighted admission scores, ranking rules and seat allocation by programme capacity
- Run course registration, timetabling and add, drop and withdrawal procedures with prerequisite, capacity and clash checks
- Apply academic standing, GPA and repeat rules consistently and produce degree audits and official transcripts that withstand challenge
- Evaluate credit transfer and course equivalency requests and enforce SIS data quality, grade change and credential verification controls
- Build a Registrar Operations and Academic Records Improvement Plan with enrolment analytics, service targets and process owners

Target Audience:

- Admissions processing teams responsible for application screening, admission scores, offers and seat allocation
- Registration and timetabling teams responsible for registration windows, section capacity and room scheduling
- Academic records teams responsible for grades, academic standing decisions, transcripts and graduation clearance
- Credit transfer and equivalency teams responsible for evaluating prior study and maintaining equivalency tables
- Student information system administration teams responsible for registrar data, validation rules and enrolment reports
- Deanship of admission and registration coordination teams responsible for registrar policies, service deadlines and appeals

Course Outline:

Day 1: Registrar Office Functions, Academic Lifecycle and Current-State Review

- Registrar Office Function Map Across the Academic Lifecycle
- Academic Calendar Milestones and Registrar Service Deadlines Grid
- Student Record Data Model From Applicant to Graduate
- Academic Regulations Inventory and Policy Ownership Matrix
- Registrar Service Current-State Review Using Process and Queue Data

Day 2: Admissions Processing, Seat Allocation and Academic Standing Rules

- Admissions Application Workflow From Submission to Offer Decision
- Weighted Admission Score Formula and Applicant Ranking Rules
- Seat Allocation Model by Programme Capacity and Quotas
- Academic Standing Rules for Warning, Probation and Dismissal
- GPA and Cumulative Grade Calculation Rules With Repeat Policies

Day 3: Registration, Timetabling, Transcripts and Degree Audit Operations

- Course Registration Window Design With Prerequisite and Capacity Checks
- Timetable Construction Using Room Capacity and Clash Matrices
- Add, Drop and Withdrawal Procedure With Audit Trail
- Official Transcript Issuance, Seal Controls and Electronic Delivery
- Degree Audit Worksheet Against Programme Study Plan Requirements

Day 4: Credit Transfer, SIS Data Quality and Record Integrity Risks

- Credit Transfer Evaluation Using Content, Level and Applicability Criteria
- Course Equivalency Table and Articulation Agreement Maintenance
- SIS Data Quality Rules, Validation Checks and Exception Reports
- Grade Change and Record Amendment Authorisation Controls
- Transcript Fraud Indicators and Credential Verification Requests

Day 5: Case Study: Registrar Operations and Academic Records Improvement Plan

- Case University Data Pack of Applications, Registrations and Grades
- Enrolment Analytics Dashboard With Intake, Credit Load and Progression
- Academic Standing and Degree Audit Exception Review for the Case
- Registrar Service Level Targets and Process Owner Assignments
- Registrar Operations and Academic Records Improvement Plan Completion and Defence

Skills You Will Gain:

- Admissions Score Calculation
- Seat Allocation Planning
- Timetable Clash Resolution
- Academic Standing Determination
- Degree Audit Preparation
- Transfer Credit Evaluation
- SIS Data Validation
- Enrolment Analytics Reporting

Why Attend This Course:

- Deliver a Registrar Operations and Academic Records Improvement Plan for a case university to the dean of admission and registration and the vice president for academic affairs
- Decide admission rankings, seat allocations, probation cases and transfer credit requests against written rules rather than precedent
- Avoid delayed graduation clearances, timetable clashes, disputed GPAs and transcripts issued from unvalidated student information system records
- Share admission score formulas, degree audit worksheets, equivalency tables and SIS validation rules with colleagues across the deanship

Conclusion:

Back at the university, the participant presents the Registrar Operations and Academic Records Improvement Plan to the dean of admission and registration and the heads of admissions, registration and academic records. Leaders use it to decide which admission, timetabling and records processes to redesign first, which SIS validation rules and service targets to adopt and who owns each process. After the first full admission and registration cycle under the plan, the deanship should review offer turnaround, registration errors, degree audit exceptions and transcript corrections, then adjust the rules and targets.

Frequently Asked Questions FAQ:

What should participants know before the university registrar and academic records management course?

Participants should already work in admissions, registration, academic records or student information system support. Bringing anonymised admission criteria, a timetable extract, the institution's academic regulations or a sample degree audit helps them apply the case study work to their own office.

How does university registrar and academic records management differ from a student services or records retention course?

It covers the registrar's rule-based work: admission scoring, seat allocation, registration, timetabling, academic standing, transcripts, degree audit, credit transfer and SIS data. Student services courses cover advising and wellbeing, and records retention courses cover classification, retention schedules and disposal across an organisation.

Why does university registrar and academic records management depend on SIS data quality?

Every offer, timetable, GPA, degree audit and transcript is generated from student information system data. A wrong course code, missing grade or duplicate student record therefore spreads into graduation decisions and official documents unless validation rules and exception reports catch it early.

What do participants take back from the university registrar and academic records management course?

Participants take back a Registrar Operations and Academic Records Improvement Plan for a case university, plus an admission score template, a timetable clash matrix, an academic standing decision table, a degree audit worksheet, an equivalency table format and an SIS validation rule set.