



University Office of the Registrar

During the 2008-2009 academic year, the University Office of the Registrar reported an opening Fall enrollment of 3,209 students in the combined three academic divisions of the University: 1,040 in Jefferson Medical College (32 percent), 1,855 in the Jefferson College of Health Professions (58 percent), and 314 in the Jefferson College of Graduate Studies (10 percent).

Of the 529 men and 511 women comprising total enrollment in Jefferson Medical College, geographic origination was diverse, with 38 states, Puerto Rico, and 14 foreign countries represented. Consistent with previous years, nearly 80 percent of the enrollment came from five states. Pennsylvania residents accounted for 49 percent (508) of the total enrollment, followed by New Jersey (10 percent, 108); California (7 percent, 75); Delaware (7 percent, 69); and New York (6 percent, 66).

Eight International students originated from Malaysia as part of our affiliation with the International Medical University, located in Kuala Lumpur. In addition, there were 19 students from Canada, five students from Nigeria, three students each from the Philippines and India, and one student each from Anguilla, the Democratic People's Republic of Korea, Ghana, Moldova, Myanmar, Albania, Iran, Poland and the Bahamas.

Special academic programs remained attractive to students with 64 enrolled under the Jefferson/Delaware Medical Education Program, 97 in the Pennsylvania State University Accelerated Program, and 14 in the Jefferson Physician Shortage Area Program. Combined MD/PhD programs in

conjunction with the Jefferson College of Graduate Studies accounted for 32 students in either of the two colleges during 2008-2009. Twelve students were enrolled in the joint Jefferson/Widener MD/MBA program.

At Commencement exercises on May 30, 2009, the Doctor of Medicine degree was awarded to 257 candidates in the Class of 2009.

BANNER/Technology and Web Enhancements

With support from Jeff-IT, the Lillian H. Brent Dean of Students and Admissions, and Senior Associate Dean for Academic Affairs/Undergraduate Medical Education, the Registrar's Office continued to focus on technology enhancements this year.

The major technological focus this past year was the continuing expansion of use of both the University Master Calendar system and the EMS Campus Suite room reservation scheduling system. The capabilities and visibility of each system and their linkage to the VISIX LCD video screens in campus buildings brought inquiries from other university areas wishing to make use of the technology in order to better manage and announce their activities. The Registrar's Office configured the software, created user accounts, and trained designated administrators and users in each of the systems. New users include Hospital Administration, who now manage 12 meeting spaces and have a Grand Rounds calendar included in the University Master Calendar; the Department of Surgery, managing departmental conference space and displaying events on the College/Curtis video screens; and Office of Faculty Af-

fairs with a Research Seminar calendar, also on the University Master Calendar. Future plans include the addition of Medical Media Services and the Nutrition and Dietetics areas in this comprehensive system.

The Senior Associate University Registrar has maintained operational oversight of the EMS Campus Suite and University Master Calendar systems and in the training of the individual room reservation users and Calendar Managers that are responsible for content displayed on the 15 calendars currently in operation.

The EMS product suite has provided the university with an important reporting tool that has been used to capture room utilization information that has been used in developing campus space planning, academic space renovation planning and in identifying academic scheduling patterns and usage. These features became even more critical as classes and events were required to be relocated in support of the classroom renovation project, allowing for more “what if” scenario responses than previously available.

Additionally, Virtual EMS, a Web-based application that allows individuals to view the availability of, and request, academic room space via the Web, has proven to be extremely useful to university staff who are frequent requestors of meeting space. This feature allows real time determination of the availability of desired space without need to contact the Office of the Registrar.

Student reaction remains uniformly, and overwhelmingly, positive concerning the ease and convenience of Banner Web-based student processes. This online ability to complete administrative tasks continues to eliminate the need for students to visit our office for routine procedural matters. Popular features continue to be the ability for third- and fourth-year students to review clinical evaluations online, and for fourth-year students to easily review which letters of recommendation have been received in support of their residency applications. In addition to the convenience factor, we are able

to provide students this critical feedback in a more timely manner.

The office was again invited to attend the Admissions Office “Second Look” program held for students accepted to the incoming Fall class. An overview of the online capabilities and services available to students via Banner Web were demonstrated, and allowed students to ask questions related to office services.

We continue to review and adjust the Medical Student Performance Evaluation (MSPE) process, as experience is gained in the electronic processes enabled in the past several years. Each letter writer is provided with electronic copies of the initial baseline letter with specific biographical information completed, as well as clinical evaluations for each of their students in Adobe PDF format. Letter writers without Jefferson network access are routinely provided the same service via email attachments. The office produced and mailed approximately 150 Medical Student Performance Evaluation (MSPE) packets to residency programs outside of the AAMC Electronic Residency Application Service (ERAS) for the JMC Class of 2009. Nearly 75 addendum letters were created to include evaluations received after the original MSPE letter was produced. As more residency areas have been added to ERAS, the required paper application support continues to decrease. Office responsibilities in this process remain critical even with the electronic process. This past year, nearly 300 students’ and past graduates’ information was electronically scanned and transmitted to residency programs, comprising an estimated 7,000 document pages.

As always, we continue to look for ways to “fine tune” our processes to make use of available technology and increase our service efficiencies.

Personnel Changes

The office enjoyed a stable period with no personnel changes until late in the year when a support staff member accepted an assistant registrar position at a local university. At this time, the vacancy created

remains open due to budgetary limitations with the responsibilities absorbed by remaining office staff.

Professional Affiliations and Contacts

The Senior Associate University Registrar continued to be active in the American Association of Collegiate Registrars and Admissions Officers (AACRAO) as well as the Middle State Association of Collegiate Registrars and Officers of Admission (MSACROA). Additionally, in conjunction with Jeff-IT technical staff, the Senior Associate University Registrar chaired an interactive roundtable discussion at the Annual SunGard Summit Confer-

ence concerning Banner Student System use at Professional Schools. This visibility and experience led to follow-up campus site visits from Temple University and the Tulane University School of Medicine.

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