Welcome to 7220 Feet!

RMACRAO Annual Meeting 2008
July 16-18, Laramie, Wyoming
Wednesday, July 16th

Golf Tourney:
Sponsored by Credentials, Inc. Jacoby Golf Course
7:00AM
Transportation available

Registration Open:
8:00 am - 6:00 pm
Location: Grand Ballroom Lobby (south entrance)

Pre-Conference Workshop:
Early registration and registration fee required.
LEADING YOURSELF: Work-Life Balance & the Art of Continuous Redesign
8:30 – 11:30 am (Continental Breakfast Provided for Attendees)
Ms. Debra Lasich, WISEM Director, Colorado School of Mines
Location: Salons F & G

Before you can expect to lead and manage other people, you must first be able to “lead” yourself. By taking the initiative to look at how we spend our time and resources both at home and in the office, we can begin to examine what it takes to live a more balanced life, as well as become a better manager or leader. This workshop will cover:
- What is Work-Life Balance & Why Does it Matter?
- Dealing with Change
- The Personal & Professional Cost of Stress & Burnout
- How You Spend Your Time Matters
- The Importance of Goal Setting
- Work-Life Balance Strategies

Lunch on your own
11:30 am – 1:00 pm

First-Time Attendee Luncheon
11:30 am – 1:00 pm
Location: Garden Rooms I &II

Exhibitor Area Open
Noon – 5:30pm
Location: Grand Ballroom Lobby

Opening Session and Keynote Address
1:00 – 2:45 pm
Diploma Mills; Accreditation Mills; Counterfeit Diplomas & Transcripts - Has your school been a victim?
Mr. Allen Ezell, Author of Diploma Mills: The Billion Dollar Industry That Has Sold Over A Million Fake Diplomas with John Bear, and Manager of Corporate Security at Wachovia Corporation
Location: Grand Ballroom

Mr. Ezell was an investigator in the FBI’s DIPSCAM operation in the 1980’s and 1990’s that uncovered and prosecuted many fraudulent diploma mills. He currently has nearly 50 “degrees” from various fake organizations. Mr. Ezell will talk to us about his experience with diploma mills, accreditation mills, and the more recent incidences of counterfeit diplomas.

Break with our Exhibitors – Don’t miss the door prizes!
Sponsored by SunGard Higher Education
2:45 – 3:15 pm
Location: Grand Ballroom Lobby

Concurrent Sessions I
3:15 – 4:15 pm

Session 1A, 3:15 – 4:15 pm
Involving Faculty in the Enrollment Management Process at Your College or University
Presenter: Randall Langston, Director of Admissions, University of Colorado, Colorado Springs
Facilitator: Tammy Aagard, Registrar, University of Wyoming
Location: Salon C
Successful colleges and universities know that enrollment initiatives do not reside exclusively in the admissions office. This session will focus on the processes that are involved in fostering positive working relationships between the admissions office and faculty.

Session 1B, 3:15 – 4:15 pm
Creating Your Online One-Stop Shop
Presenter: Tracy L. Hart, Interim Director of Admissions and Recruitment Services, University of New Mexico
Facilitator: Marilyn Bryan, Degree Analyst, University of Wyoming
Location: Garden III

Session 1C, 3:15 – 4:15 pm
Veterans’ Services – Not Just Enrollment Verification Anymore
Presenter: Mr. Greg Akers, Director of Veterans’ Affairs, University of Colorado, Boulder
Facilitator: Corey Wahl, Assistant Registrar, University of Colorado, Boulder
Location: Salons F&G
Join us as we discuss the changing needs of our veterans.

Session 1D, 3:15 – 4:15 pm
Registration Ready! CSU’s Student Checklist Tool for Registration Access
Presenter: Mr. Chris Seng, Associate Registrar, Colorado State University
Facilitator: Mary Angell, Registrar, College of Santa Fe
Location: Salon B
The session will provide an overview and demonstration of “Registration Ready”. Registration Ready is a web based tool developed at CSU used by students to complete required steps prior to accessing web registration.

Session 1E, 3:15 – 4:15 pm
Web-based Early Alert System
Presenter: Jeff Gaiser, Director – Systems & Information Management, Interim Director – Office of Veterans’ Affairs, University of Colorado, Denver
Facilitator: Yolanda Espinoza, Registrar, Front Range CC
Location: Salon A
The Early Alert System is a web-based tool you can use to gather concrete and substantive input from faculty. The alert serves as a catalyst to effectively help students succeed, to utilize student support services and to improve the quality of the undergraduate experience.

Concurrent Sessions II
4:30 – 5:30 pm
Session 2A, 4:30 – 5:30 pm
Transitions: Helping students Move From 2-yr to 4-yr Colleges
Presenters: Bruce Goetz, Director of Admissions, and Andrea Salazar-Morgan, Assistant Director of Admissions, Colorado School of Mines
Facilitator: Yolanda Espinoza, Registrar, Front Range CC
Location: Salon B
In this session, we’ll cover the “demography” of this unique group of students, the processes in place to help ease their transition to a new academic environment, and their successes in persisting.

Session 2B, 4:30 – 5:30 pm
Conversations Between Men & Women: Miscommunications or Missed Opportunities?
Presenter: Debra Lasich, WISEM Director, Colorado School of Mines
Facilitator: Carolyn Gutierrez, Sr. Scheduling Coordinator, University of New Mexico
Location: Salon C
Our communication styles are a result of many things, including gender, and we’re usually unaware of how these influences affect the way we speak and interact with other people. This presentation will give you some insights into both male and female communication styles.

Session 2C, 4:30 – 5:30 pm
Financial Aid 101 (And Why Those Financial Aid People Are So Picky)
Presenter: Nancy Gray, Assistant Director of Financial Aid, University of Northern Colorado
Facilitator: Kelley Christman, Assistant Registrar, University of Northern Colorado
Location: Salons F&G
This session will cover a broad overview of financial aid and the role played by other offices on campus to comply with Title IV federal regulations. Topics to be covered include Student Classifications, Consumer Information Requirements, Cost of Attendance, Financial Aid Packages, Withdrawals, and Last Date of Attendance.

Session 2D, 4:30 – 5:30 pm
Course Applicability System (CAS)
Presenter: Shelly Loomis, Associate Registrar, Colorado State University
Facilitator: Nicole Candelaria, Academic Advisor, University of Wyoming
Location: Salon A
CAS is used to view course equivalencies and program requirements, enter and store student’s course work, and to request an evaluation of transfer work against a program. Come and see a demonstration of this new version and learn what it could do for your institution.

Session 2E, 4:30 – 5:30 pm
Commencement 101
Presenter: Mark Hommerding, Jolesch Photography
Facilitator: Marilyn Bryan, Degree Analyst, University of Wyoming
Location: Garden III
This is a discussion-oriented presentation on the commencement ceremony. From Pomp and Circumstance to the Recessional, we cover every element for creating a memorable event.

President’s Reception
6:30 – 8:30 pm
Location: Grand Ballroom
Don’t miss the President’s Reception - a gathering to meet new people and enjoy the company of old friends. Everyone is welcome to attend. Light snacks, cash bar.
Please wear your school colors to show your “spirit”.

Session 3A, 8:30 – 10:00 am
2-Year Admissions, Records and Registration Forum
Presenter: Christina Hoskinson, Associate Registrar, Northern Wyoming Community College District
Location: Salon A
Join your fellow 2-year college records, registration, and admission colleagues to discuss current issues in the profession. Suggested discussion topics may be sent ahead of time to Christina Hoskinson via e-mail at choskinson@sheridan.edu.

Session 3B, 8:30 – 10:00 am
4-Year Admissions Forum
Presenter: Jennifer Schufer, Associate Director of Admissions, University of Colorado, Boulder
Location: Salon B
Join your fellow 4-year college admissions colleagues to discuss current issues in the profession. Suggested discussion topics may be sent ahead of time to Jennifer Schufer via e-mail at Jennifer.Schufer@Colorado.EDU.

Session 3C, 8:30 – 10:00 am
Concurrent Sessions III
Location: Grand Ballroom Lobby
Break with our Exhibitors
Sponsored by National Student Clearinghouse
10:00 – 10:30 am

Session 4A, 10:30 – 11:30 am
Degree Audit Report System (DARS) User Group
Presenter: Shelly Loomis, Associate Registrar, Colorado State University
Facilitator: Barb Todd, Registrar, University of Colorado, Boulder
Location: Salons F&G
Maintaining the accuracy of degree audits is very important in our world. How can the DARwin software be used for this? We have more and more DARS Users in our midst, so this group was started last year as a forum for discussion.
Session 4B, 10:30 – 11:30 am
Residency Legislation Update for Colorado
Presenter: Rick Geertz, University of Colorado, Boulder
Facilitator: Vince Calvo, Registration Coordinator, University of Colorado, Boulder
Location: Salon B
Review of issues interpreting changes to the tuition classification statute over the past few years.

Session 4C, 10:30 – 11:30 am
Taking College Access to the Next Level
Presenter: George R. Dixon, Ed.D, Vice Provost Emeritus, North Carolina State University;
Facilitator: Martina Juarez-Lopez, Degree Audit Coordinator, UCDHSC
Location: Salon A
Participants in this session will learn how to expand a basic one-stop “plan, apply and pay” portal to include: e-transcript capabilities for a seamless online application process; expanded career planning and exploration tools; high school curriculum modules to integrate college planning in K-12, and finally “College Application Week” where a highly coordinated effort provides the opportunity for every senior in the state to apply to college taking college access to the next level.

Session 4D, 10:30 – 11:30 am
From Combat to the Classroom – Our Returning Veterans
Presenter: Marcy Shapiro, Project Director, Servicemembers Opportunity Colleges
Facilitator: Kathleen Sena, Registrar, University of New Mexico
Location: Salon C
Now that their tours are ending, our veteran students plan to return to school to continue or complete their academic programs. We’ll examine how we can best work together to support them.

RMACRAO Luncheon and Business Meeting
11:30 am – 1:00 pm
Location: Grand Ballroom
Dessert with our Exhibitors
Sponsored by SunGard Higher Education
1:00 – 1:30 pm
Location: Grand Ballroom Lobby

Sessions V
1:30 – 3:00 pm
FERPA Update
LeRoy Rooker, Director of the Family Compliance Office with the U.S. Department of Education
Introduction by Paul Aucoin, Dean of Academic Services and Registrar, Samford University, AACRAO Past President
Location: Grand Ballroom
Mr. Rooker will bring us up to date with the recent legislative changes for FERPA and guide us in the implementation of these changes.

Plenary Presentation
3:15 – 4:15 pm
RMACRAO’s Master Narrative: Demographics, Challenges, and Changes
Associate Vice Chancellor Frank Sanchez, University of Colorado, Denver and Health Sciences.
Introduction by Tammy Aagard, Registrar, University of Wyoming
Location: Grand Ballroom
Dr. Sanchez will discuss how our region will be impacted over the next decades by changes in the population along the front range corridor of the Rocky Mountains – both in numbers of people and changes in demographics.

Friday, July 18th
Registration Open
8:00 – 10:30 am
Location: Grand Ballroom Lobby (south entrance)
First Timers Breakfast
7:00-8:00 am
Location: Garden Rooms I & II
Concurrent Sessions VII
8:15 – 9:15 am
Session 7A, 8:15 – 9:15 am
Electronic Transcripts
Presenter: Corey Wahl, Assistant Registrar, University of Colorado, Boulder
Facilitator: Vince Calvo, Registration Coordinator, University of Colorado, Boulder
Location: Salon B
We will look at a non-techie overview of the different transcript vendors and technologies available for sending and receiving transcripts.
Session 7B, 8:15 – 9:15 am  
**Effective Utilization of Marketing in the Strategic Enrollment Management of Your First Year Class.**  
**Presenter:** Randall Langston, Director of Admissions, University of Colorado, Colorado Springs  
**Facilitator:** Kelley Christman, Assistant Registrar, University of Northern Colorado  
**Location:** Salon C  
This session is designed to give an introduction to electronic and print communications strategic planning as a critical component of enrollment management design. Join us in an exploration and discussion into what your institutions are doing to market themselves to prospective students.

Session 7C, 8:15 – 9:15 am  
**Classroom Scheduling Roundtable Discussion**  
**Presenter:** Loree Morse, Assistant Registrar, Colorado State University  
**Facilitator:** Carolyn Gutierrez, Sr. Scheduling Coordinator, University of New Mexico  
**Location:** Salon A  
This is an opportunity to discuss any and all scheduling conundrums.

Session 7D, 8:15 – 9:15 am  
**Supporting Our Organizations – How to Get Involved on Your Terms**  
**Panel Presenters:**  
- Mary Angell, Registrar, College of Santa Fe, RMACRAO Past President  
- Paul Aucoin, Dean of Academic Services and Registrar, Samford University, AACRAO Past President  
- Kathleen Sena, Registrar, University of New Mexico  
**Facilitator:** Martina Juarez-Lopez, Degree Audit Coordinator, UCDHSC  
**Location:** Salons F&G  
Angell, Paul and Kathleen will share their experience in both RMACRAO and AACRAO, and speak about how you can become involved in your member organizations.

**Concurrent Sessions VIII**  
9:30 – 10:30 am

Session 8A, 9:30 – 10:30 am  
**Transfer Evaluation and DARwin**  
**Presenter:** Jamie Yarbrough, System Specialist, Colorado State University  
**Facilitator:** Greg Cunningham, Associate Registrar, University of Wyoming  
**Location:** Salon B  
We will share our pattern for evaluating transfer coursework using CollegeSource, how we post transfer coursework to the student’s record in Banner, how we manage those equivalencies in DARwin and how we notify the students and advisors of the result. I will demonstrate briefly CollegeSource and Banner, but I will spend most of our time on DARwin. Those attendees that don’t have these programs are welcome to join us.

Session 8B, 9:30 – 10:30 am  
**Our Iceberg is Melting: Changing and Succeeding Under Any Conditions**  
**Presenter:** Tammy Aagard, Registrar, University of Wyoming  
**Facilitator:** Dawn Carver, Degree Analyst, University of Wyoming  
**Location:** Salon A  
This session takes the book by John Kotter, noted author on change management, and applies it to the world of higher education. If you are facing a change in your office or your personal life, this session is for you. A fun interactive session on that will give you the tools for effective change management and leadership.

Session 8C, 9:30 – 10:30 am  
**Sexy Technology – How to do More Without Making the Headlines. You must be over 18 to attend.**  
**Presenters:** Barb Todd, Registrar, and Corey Wahl, Assistant Registrar, University of Colorado at Boulder  
**Facilitator:** Sally Page, Associate Director SIS Development, University of Colorado, Boulder  
**Location:** Salon C  
We will discuss adding valuable tools through the use of different technologies that take the workload off of your staff. Some of the systems that will be demonstrated include: (RIPS) Registrar Information Processing System – a workflow system for student forms; (RQS) Registrar Query System – making it easier for staff and faculty to run reports; electronic transcript; web residency database; web-based satisfactory progress system for NCAA eligibility; printing transcripts and diplomas in-house; intent to graduate form; and our greek on-line approval for grade release system.

Session 8D, 9:30 – 10:30 am  
**Building Career Ladders in Admissions**  
**Presenter:** Dr. Elena Sandoval-Lucero, Director of Admissions and Outreach, Metropolitan State College of Denver  
**Facilitator:** Ida Stover, Director, Admissions & Records, ENMU - Roswell  
**Location:** Salons F&G  
This session outlines a career ladder, staff retention, and professional development plan that can be used in an admissions office, or other student services setting, to heighten performance, and create a career ladder for admissions professionals. The session will discuss promotional and developmental opportunities that can be used to retain and promote staff, and build a cohesive team. This process can be developed and implemented in any student services environment.

**Break with Exhibitors**  
10:30 – 11:00 am  
**Sponsored by SunGard Higher Education**

**Location:** Grand Ballroom Lobby

**Closing Session**  
11:00 – 12:30 pm  
**Navigating the Elephant Ring on a Pogo Stick: Managing Life, Work, and the World in the Higher Ed Circus**  
Heidi G. Loshbaugh, Ph.D., Special Advisor to the President, for Diversity, Colorado School of Mines  
**Introduction by Lara Medley, Registrar, Colorado School of Mines**  
**Location:** Grand Ballroom  
A contemporary cliche describes negotiating needs and expectations of work and life as a “balance.” However, balance implies something static and unchanging, quite unlike the work and lives of most busy people. In higher education, changing expectations of students and colleagues have made on-demand responses seem normal, while technology makes work possible anywhere, anytime. It's easy to feel continually on call, and perhaps under attack—even without personal life tossed into the mix. However, despite our important contributions to our institutions, on most days, work in higher education does not entail life-or-death activities. By reframing work/life/world challenges as acts in a circus rather than acts of crisis, the RMACRAO closing presenter will invite you to think about your lives, your work, and the world beyond in a slightly different way. Peanuts anyone?

**RMACRAO Board Meeting**  
1:00 – 3:00  
**Location:** UW Boardroom