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Welcome to beautiful Colorado Springs, CO!

On behalf of the board of the Rocky Mountain Association of Collegiate Registrars and Admissions Officers, I would like to express my appreciation to each of you for attending the 2015 RMACRAO annual meeting. I believe this will be a great conference where you gain new professional insights into what you do-so, please take advantage and learn from your colleagues; network; and catch up on what’s going on amongst your peer institutions.

The theme of this year’s meeting is “higher impact on higher education”. My hope is each of you walks away with new ideas, processes, technological enhancements, or operations practices to make an impact on your own campus.

A big thank you to Denise Esquibel and the hard work she put into making this a very exciting program!

Finally, on behalf of the board, I would also like to express my appreciation to our the local arrangements committee and their hard work on offering a wonderful experience in Colorado Springs! Mathew, Stacy, and Jason – great job!

Sincerely,

Charles Couch
RMACRAO President, 2014-2015
Thank you to the following exhibitors and affiliates for helping make our annual meeting as successful as it is.
BOARD OF DIRECTORS 2014-2015

President
CHARLIE COUCH
Registrar
University of Northern Colorado

Vice President - CO
JAMIE YARBROUGH
Assistant Registrar
Colorado State University

President Elect
DENISE ESQUIBEL
Associate Registrar
New Mexico State University

Vice President - NM
KATHLEEN SENA
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Northern New Mexico College

Past President
SALLY PAGE
Senior Associate Registrar
University Of Colorado, Boulder

Secretary
PAULA MARTINEZ
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Metropolitan State University of Denver

Vice President - WY
KYLIA FOLTZ
Director of Admissions Services
Casper College

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Colorado State University
Historian

NOLAN OLTJENBRUNS
Registration Specialist
Colorado School of Mines

Web Developer/Exhibitor
& LAC Liaison

COREY WAHL
Associate Registrar
Colorado School of Mines

Local Arrangements Committee Co-Chairs

MATHEW COX    JASON MAXWELL    TRACY BARBER
University of Colorado, Colorado Springs

The RMACRAO Board of Directors manages the business and affairs of the association. The board meets five times each year to discuss and move forward with association business.

If you are interested in serving on the Board of Directors, please contact the Chair of the Nominations & Elections Committee at pastpresident@rmacrao.org.

Marketing & Communication Coordinator

NONIE WAINWRIGHT
(RESIGNED SPRING 2015)
Coordinator of Communications
University of Colorado Boulder

Marketing & Communication Coordinator

STACY SHARP
(NEWLY APPOINTED SPRING 2015)
Assistant Registrar
University of Northern Colorado
FEATURED SPEAKERS

KEYNOTE SPEAKER
PAUL KYLE
Wednesday, July 15th
12:30 – 2:00 PM
Location: Grand Ballroom
Team Building: Active Learning Activities To Enhance Group Participation And Engagement

GENERAL SESSION SPEAKER
ANDY MASTERS
Thursday, July 16th
1:30 – 3:00 PM
Location: Grand Ballroom
Leadership Lessons From Hollywood

CLOSING SESSION SPEAKER
DR. TAMMY AAGARD
Friday, July 17th
11:00 AM – 12:30 PM
Location: Grand Ballroom
Living the Salt Life Wherever You Are
## MEETING AT A GLANCE

### Wednesday, July 15, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 5:30</td>
<td>Registration Open&lt;br&gt;Location: Grand Ballroom Foyer</td>
</tr>
<tr>
<td>8:15 - 11:15</td>
<td>Dr. Tammy Aagard&lt;br&gt;<em>Put Me In Coach, I’m Ready To Play</em>&lt;br&gt;Location: Rockrimmon (3 &amp; 4)&lt;br&gt;Continental Breakfast</td>
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<tr>
<td>11:15 - 12:30</td>
<td>Lunch on your own</td>
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<tr>
<td>11:00 - 12:30</td>
<td>First Timers Luncheon&lt;br&gt;Location: Aspen Leaf</td>
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<tr>
<td>12:00 - 4:45</td>
<td>Exhibitor Area Open&lt;br&gt;Location: Grand Ballroom (D)</td>
</tr>
<tr>
<td>12:30 - 2:00</td>
<td>Opening Session&lt;br&gt;Paul Kyle&lt;br&gt;<em>Team Building: Active Learning Activities to Enhance Group Participation and Engagement</em>&lt;br&gt;Location: Grand Ballroom</td>
</tr>
<tr>
<td>2:00 - 2:30</td>
<td>Refreshment Break with Exhibitors&lt;br&gt;Location: Grand Ballroom (D)</td>
</tr>
<tr>
<td>2:30 - 3:30</td>
<td>Concurrent Sessions I</td>
</tr>
<tr>
<td>3:45 - 4:45</td>
<td>Concurrent Sessions II</td>
</tr>
<tr>
<td>5:30 - 5:45</td>
<td>RMACRAO Group Photo</td>
</tr>
<tr>
<td>5:45 - 7:45</td>
<td>President’s Reception&lt;br&gt;Location: Aspen Leaf</td>
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### Thursday, July 16, 2015

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30 - 5:30</td>
<td>Registration Open&lt;br&gt;Location: Grand Ballroom Foyer</td>
</tr>
<tr>
<td>8:00 - 11:15</td>
<td>Exhibitor Area Open&lt;br&gt;Location: Grand Ballroom (D)</td>
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<tr>
<td>8:00 - 9:30</td>
<td>Concurrent Sessions III Proprietary School Forum&lt;br&gt;New Mexico Forum&lt;br&gt;Wyoming Forum&lt;br&gt;Colorado Forum&lt;br&gt;Colorado Tuition Classification Roundtable</td>
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<tr>
<td>9:30 - 10:00</td>
<td>Refreshment Break with Exhibitors&lt;br&gt;Location: Grand Ballroom (D)</td>
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<tr>
<td>10:00 - 11:00</td>
<td>Concurrent Sessions IV</td>
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<tr>
<td>11:15 - 1:00</td>
<td>RMACRAO Luncheon &amp; Business Meeting&lt;br&gt;Location: Grand Ballroom</td>
</tr>
<tr>
<td>1:00 - 1:30</td>
<td>Dessert with Exhibitors&lt;br&gt;Location: Grand Ballroom (D)&lt;br&gt;Sponsored by Visit Casper</td>
</tr>
<tr>
<td>1:30 - 3:00</td>
<td>General Session&lt;br&gt;Andy Masters&lt;br&gt;<em>Leadership Lessons From Hollywood!</em>&lt;br&gt;Location: Grand Ballroom</td>
</tr>
<tr>
<td>3:15 - 4:15</td>
<td>Concurrent Sessions V</td>
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<tr>
<td>6:00 - 10:00</td>
<td>Thursday Evening Event&lt;br&gt;Dinner at the IvyWild School&lt;br&gt;After dinner, for those looking for some more adventure, transportation will be provided to historical Manitou Springs.</td>
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### New This Year – Online Session Evaluations!

For the 2015 RMACRAO Conference the board is excited to introduce web-based session evaluations to the membership. This will eliminate paper usage and improve how we compile session results to presenters at the end of each conference. With this new service, facilitators will not be present for sessions this year.

How it works:

- Attendees will receive an email, via their conference registration email account, at the end of each of the session events.
- For attendees who prefer the use of q-codes, we have placed a QR Code at the end of each of the session block within this program guide. An example is provided to the right.

We hope our members enjoy this new evaluation format and find it more convenient. Free QR readers can be downloaded from sites like Google Play store, iTunes, etc.
REGISTRATION OPEN 7:30 – 5:30, LOCATION: GRAND BALLROOM FOYER
EXHIBITOR AREA OPEN 12:00 – 4:45, LOCATION: GRAND BALLROOM (D)

8:15 AM – 12:00 PM

Pre-Conference Workshop
Put Me In Coach! I’m Ready To Play!
Are you a current Assistant or Associate Admissions Director or Registrar? Do you aspire to take the lead one day at your current institution or another institution? Do you ever wonder what you need to put you over the top? Are you ready for the coach to put you into the game? This workshop will provide some practical and theoretical tools to help you suit up for the next level. The topics will include playing to your Strengths, playing the politics, building your roster of experience, learning the strategy of the game and more. NOTE: If you have signed up for this pre-conference, you will be sent a code and link to complete your Strengths Finders Assessment.

Presenter: Dr. Tammy Aagard, Associate Vice President for Enrollment Management
Intro By: Denise Esquibel, New Mexico State University
Location: Rockrimmon (3 & 4)

11:00 AM – 12:30 PM

First Time Attendee Luncheon
Are you new to RMACRAO? Is this your first RMACRAO annual meeting? Join the RMACRAO Board of Directors and other first-time attendees for this meet and greet session. You will get to know other first timers and will hear more about RMACRAO and how to get involved.

Location: Aspen Leaf

12:30 PM – 2:00 PM

Opening Session-Keynote Address
Team Building: Active Learning Activities to enhance group participation and engagement.
Using the lessons learned by the WWII, Navajo Code Talkers this session will explore the power of active learning. Participants will experience specific tools and activities that can enhance their work place, engagement, participation, learning outcomes and fun.

Presenter: Paul Kyle, AACRAO, President-Elect 2015-2016
Intro By: Denise Esquibel, New Mexico State University
Location: Grand Ballroom
Refreshment Break with Exhibitors
Location: Grand Ballroom (D)

2:30 PM – 3:30 PM

Colorado’s Master Plan: New Laws, Policies and Initiatives for Degree Completion
Session 1A
As institutions increasingly are pressured to produce more completers in less time, many states are pushing high impact practices, like guided pathways for success, prior learning assessment, math pathways appropriate to programs of study, corequisite developmental education, dual enrollment, guaranteed transfer admissions and more. Hear directly from Colorado Department of Higher Education’s Directors of Student and Academic Affairs about Colorado’s latest state initiatives and how they may impact your institution. And please bring your questions to get them answered. Much of the session will be devoted to Q&A.
Presenter: Ian K. Macgillivray, Ph.D., Director of Academic Affairs, Colorado Department of Higher Education
Location: Aspen Leaf

What’s New at the Clearinghouse
Session 1B
Come hear about what’s new at the National Student Clearinghouse. Learn how your students, alumni and staff can all benefit in new ways in the world of verifications and transcripts. We’ll discuss income stream possibilities for your office…full automation of transcript processing and delivery…the latest on Gainful Employment and Reverse Transfer…what lies on the road ahead…and more!
Presenter: National Student Clearinghouse
Location: Grand Ballroom (A)

How to Implement Degree Works in 9 Months
Session 1C
The University of Northern Colorado implemented Degree Works Fall 2014. Come learn how they implemented Degree Works in 9 months and what they have learned about monitoring and modifying academic policies and curriculum throughout the implementation process.
Presenters: Stacy Sharp, Assistant Registrar, University of Northern Colorado
Marissa Boston, Degree Analyst, University of Northern Colorado
Jennifer McDonald, Degree Analyst, University of Northern Colorado
Location: Grand Ballroom (B)

Improving efficiency in the catalog and curriculum process at the Colorado School of Mines
Session 1D
The Colorado School of Mines’ curriculum and catalog management is greatly streamlined thanks to CourseLeaf’s CAT and CIM solutions. These integrated solutions provide a seamless progression from curriculum proposals to publishing a web, mobile and print ready catalog. Learn how Mines has used dynamic curriculum forums, automated workflows and fast publishing to deliver efficiency across campus.
Presenter: Leapfrog Technologies
Location: Grand Ballroom (C)
In-house Diploma Printing: Taking Charge & Saving Money!
Session 1E
In this session you will learn how SCRIP-SAFE's in-house diploma management software, Diplomas on Demand®, can provide you with a cost-effective and simple way to take control of your diploma management and printing processes and increase your service to students. Over 1000 colleges and universities worldwide have discovered the advantages of printing in-house. Here’s your chance to learn how it can make a difference for your office and graduates as well!
Presenter: SCRIP-SAFE Security Products, Inc.
Location: Rockrimmon (3)

Tail Wagging the Dog: Federal Financial Aid Regulations and the Academic Record
Session 1F
Compliance can be impacted by how registrars manage business processes and the academic record. This session focuses on recent federal regulations, including class repeats, withdrawals, last date of attendance and SULA, as well as common responses and best practices from a records standpoint. Hear perspectives from a registrar and financial aid standpoint, and come prepared to share your experiences and practices.
Presenters: Kristi Wold-McCormick, Registrar, University of Colorado Boulder
           Chris Seng, Registrar, Colorado State University
Location: Rockrimmon (4)

It's time to re-imagine your academic catalog and curriculum process
Session 1G
Learn why over 350 colleges and universities have partnered with DIGARC to transform the way they manage their catalog and curriculum. The traditional academic catalog has undergone an important metamorphosis. It’s no longer just an exhaustive list of courses, programs, and policies. It’s how students map out their future careers; it might even have been the deciding factor for attending your school.
Create, organize and publish interactive course information in real time—all while maintaining a comprehensive audit trail of every decision made along the way. With Acalog and Curriculog, you have the power to streamline, track and control the course lifecycle from conception to publication. Discover why we’re the market leader and how we can put our expertise to work for you.
Presenters: John Schoenborn, Account Executive, Digarc
Location: Eagles Nest (1)
Everyone Gets a Seat in the Game of Musical Chairs  
**Session 2A**
Please join us as we share how the Course Capacity Committee at Colorado State University uses several methods including trend analysis, electronic wait list, and degree audits to gain accurate forecasts of seat demand for upcoming terms and also to address specific core curriculum categories with high demand to help students stay on track for a 4 year graduation goal.

**Presenters:** Julia Murphy, Assistant Registrar for Academic and Classroom Scheduling, Colorado State University  
Katie Risheill, Assistant Registrar, Colorado State University.

**Location:** Eagles Nest (1)

Diplomas: Paper and Electronic, now you need both!  
**Session 2B**
Come and learn about the Certified Electronic Diploma, a transactional document that provides the student with an alternative to the transcript allowing the recipient, from employers, Governments and Embassies, to independently validate the document and is already accepted by State Governments and the Federation of State Medical Boards. Join us for more information about this truly revolutionary product as well as the easiest and fastest way to order and deliver paper diplomas directly to your students.

**Presenters:** Corey Wahl, Colorado School of Mines  
Elizabeth Kunde, Executive Director, Sales and Client Relations, Paradigm, Inc

**Location:** Eagles Nest (2)

Change the Way Your Institution Recruits Transfer Students with Transferology™  
**Session 2C**
Transferology is national network that provides institutions of higher education with a simple way to promote transfer and recruit more students. With the push of a button, students can see a list of possible schools that will accept their previously taken courses, standardized tests, and military training. Is your institution looking for a better way to capture these students? Since its launch, approximately 190,000 potential transfer students looked to Transferology to help them find out where their college credit will count. Join us to learn more about how your institution can be a part of the network.

**Presenter:** CollegeSource

**Location:** Rockrimmon (3)

Conditional admission: admissibility and beyond  
**Session 2D**
Roundtable discussion - What does conditional admission mean for you? What does it mean for the applicants? Will your admission team review applications without the standardized testing scores (i.e. ACT/SAT/TOEFL/IELTS/GRE/GMAT etc.). Why or Why Not? We are also going to touch on the subject of “official” “original” transcripts and documents for admission review purpose.

**Presenter:** Wang Chao, Internal Student and Scholar Services Specialist, University of Colorado, Colorado Springs

**Location:** Rockrimmon (4)
Veteran Benefit Updates from “The Hill”  
Session 2E  
The 114th U.S. Congress was very busy debating Veterans Education Benefits, including changes to the GI Bill. Significant legislation was passed, including the Veterans Choice Act of 2014, which addressed two specific education related topics. Marc Barker, the Assistant Registrar for Military and Veteran Benefits at Colorado State University, is also the President of the National Association of Veteran Program Administrators and has been at the forefront of the legislative changes, working with both State and Federal government. This session will provide insight to legislation that has been passed, and legislation that is pending so that your veteran benefit units can strategically plan for the impact on your campus.  
Presenter:  Marc Barker, Colorado State University  
Location:  Grand Ballroom (A)  

Using Excel to Crunch Numbers Quickly  
Session 2F  
All of us have been there at some time, we need to supply simplified numbers as soon as possible to help support a point for our needs or higher administration. Even when you have a spreadsheet of data in front of you, how do we get to the summarized numbers quickly? This session will cover some of the basic statistical tools in Excel that will get averages, filter for specific situations, tally categories quickly, and simple graphing tips. Geared for novice to mid-level Excel users.  
Presenter:  Holly Teal, Registrar, Colorado Mesa University  
Location:  Grand Ballroom (B)  

Challenges encountered and solutions for higher education curriculum development, review, and approval workflows  
Session 2G  
Governet designs and builds web-based solutions that automate curriculum management processes for higher education. CurricUNET META and its’ powerful workflow management and data collection capabilities allow our clients to more effectively and efficiently manage and address their course and program management needs as well as support strategic planning and accreditation efforts at a campus, district, regional or state level.  
Governet’s software as a service (SAAS) solutions focus on streamlining processes at each level, creating significant savings in labor and provide simplified access to shared curriculum databases. In addition to our flagship product, CurricUNET META, our complimentary services and solutions include:  
• Professional consulting services  
• Curriculum best practices  
• Curriculum process re-engineering  
• Web-based entry and editing  
• Automated workflow management  
• Integrated document management  
• Dynamic Web searches (local, statewide, and global)  
• Relational database storage and access  
• Integrated document management  
Presenter:  Dr. Cecil Broadnax  
Location:  Grand Ballroom (C)
RMACRAO Group Photo
Please gather together for the 2015 RMACRAO group photo.
Location: TBD
Sponsored by: Lifetouch Special Events

President’s Reception
Don’t miss the President’s Reception – a gathering to meet new people and enjoy the company of old friends. Everyone is encouraged to attend. Dinner and entertainment will be provided.
Location: Aspen Leaf
Sponsored by: College Scheduler LLC.
Workshops/Events

Registration Open: 7:30 AM – 5:30 PM, Location: Grand Ballroom Foyer
Exhibitor Area Open: 8:00 AM – 11:15 AM & 1:00 PM – 5:30 PM, Grand Ballroom (D)

8:00 AM – 9:30 AM

**Proprietary Institution Forum**
**Session 3A**
This is an opportunity to meet with colleagues and discuss issues common to Proprietary Institutions. Topics to be discussed are to be determined by those in attendance.
Facilitator: TBD
Location: Grand Ballroom (A)

**New Mexico Forum**
**Session 3B**
This is an opportunity to meet with colleagues and discuss issues common to New Mexico 2 and 4 Year Institutions. Topics to be discussed are to be determined by those in attendance.
Facilitator: Denise Esquibel, Associate Registrar, New Mexico State University
Location: Grand Ballroom (B)

**Wyoming Forum**
**Session 3C**
This is an opportunity to meet with colleagues and discuss issues common to Wyoming 2 and 4 Year Institutions. Topics to be discussed are to be determined by those in attendance.
Facilitator: Kyla Foltz, Director of Admissions Services, Casper College
Location: Grand Ballroom (C)

**Colorado Tuition Classification**
**Session 3D**
Roundtable Discussion as Colorado tuition classification officers will gather in a roundtable format to discuss current trends and new laws related to tuition classification. Celina Duran from the Colorado Commission on Higher Education will be available as a resource.
Facilitator: Nancy Judson, Tuition Classification Officer, University of Colorado Boulder
Location: Rockrimmon 3 & 4

**Colorado Forum**
**Session 3E**
This is an opportunity to meet with colleagues and discuss issues common to Colorado 2 and 4 Year Institutions. Topics to be discussed will be determined by those in attendance.
Facilitator: Jamie Yarbrough, Assistant Registrar, Colorado State University
Location: Aspen Leaf
Refreshment Break with Exhibitors
Sponsored by Visit Casper
Location: Grand Ballroom (D)

Student Planning Tool Plays Major Role in Graduation Initiatives and Student Session 4A
Imagine a single solution that improves the student experience, academic advising, and increases credit hours. Many institutions are challenged to raise graduation rates and increase service to their students. College Scheduler provides a web-based schedule planner for use by students and advisors when planning for an upcoming term. Joe Jolesch, Account Executive with College Scheduler will speak of the programs in place to support students with the common goal of preparing them for their futures. Integrates with Banner, PeopleSoft, Colleague, DegreeWorks and more!
Presenters: Brett Connor, College Scheduler LLC
Corey Wahl, Associate Registrar, Colorado School of Mines
Location: Grand Ballroom (A)

How to Engage & Inspire Today’s Generation of Students Session 4B
Andy Masters has presented hundreds of entertaining and inspirational academic success and career development programs for students across the country. He now shares his techniques on how to motivate and engage students, while sharing research on what really makes this generation of student “tick.” Andy especially demonstrates how to inspire students with young success stories which bring cool careers to LIFE--based on two of Andy’s books “37 Keys to College Success”, and “Life After College”. Lastly, Andy shares his inspirational story of how the care and belief of one faculty member and one counselor changed his life forever. Simply put, Andy helps inspire us to inspire our students to even greater heights!
Presenter: Andy Masters
Location: Aspen Leaf

Extending the Credential; Empowering the Learner Session 4C
At its core, Parchment believes that credentials matter. To senders, issuing credentials is their mission and charter. To receivers, in order to evaluate and provide entry to the next opportunity. And to students, who seek to better their life and circumstance through education. Parchment’s platform empowers both administrators and learners. Come learn about the future of eTranscript and credential management including features such as mobile support, automation without IT involvement, and ordering and fulfillment for eDiplomas and other official documents.
Presenters: Parchment
Location: Grand Ballroom (B)
Colorado Tuition Classification
Session 4D
Roundtable Discussion as Colorado tuition classification officers will gather in a roundtable format to discuss current trends and new laws related to tuition classification. Celina Duran from the Colorado Commission on Higher Education will be available as a resource.
Facilitator: Nancy Judson, Tuition Classification Officer, University of Colorado Boulder
Location: Rockrimmon (3 & 4)

Free Tech Tools to Help Get Organized
Session 4E
Do you struggle to stay organized and feel like you’re running to stand still? Come learn about free software solutions to common organizational problems such as managing to-do lists, email, meeting notes, passwords, piles of paper, travel documents and more to increase productivity and reduce headaches. We will discuss FERPA implications of using these various desktop, tablet and phone applications in a higher education setting. Participants will be invited to share their own favorite tools at the end.
Presenter: Susan Dorsey, Associate Registrar for Enrollment & Records Services, University of Colorado Boulder
Location: Eagles Nest (1)

Centralized Graduation Certification
Session 4F
A round table conversation with colleges and universities in the region who perform graduation certification checks and confer degrees centrally from the Registrar’s Office (as opposed to colleges and universities where the academic units provide the certification that students’ have completed their degree requirements). Some topics of discussion will be: what is your exception process, and what kind of sign off is required? What is the timeline for your graduation processes? How many Registrar’s Office staff work in this area?
Presenter: Gwen Persons, Graduation Certifications Specialist, University of Colorado, Denver
Location: Eagles Nest (2)

Intercultural Communication and the International Student Experience
Session 4G
Do you understand what international students face on your campus? This lively and engaging presenter will illustrate international student challenges that most of us have never considered, increasing insight into these students’ reality with greater accuracy and empathy. Attendees come away with a deeper understanding of this growing population as well as tools to assist with intercultural communication.
Presenter: Karen Crouch, Coordinator of International Student Orientation, University of Colorado Boulder
Location: Grand Ballroom (C)
RMACRAO Luncheon & Business Meeting
Don’t miss the RMACRAO Luncheon & Business Meeting! This is an opportunity to gather with RMACRAO members and the Board of Directors for lunch. In addition the membership will vote on items such as the proposed budget and new applications for membership.
Location: Grand Ballroom

Dessert with Exhibitors
Location: Grand Ballroom (D)

General Session
Leadership Lessons From Hollywood
Award-winning author and Leadership expert Andy Masters creatively uses the magical imagery of Hollywood to help educational leaders DEVELOP and EMPOWER their organizations—in this challenging era of having to “Do More With Less”. That’s right, LEARN and be ENTERTAINED from actual license-protected scenes from movies such as The Devil Wears Prada, The Iron Lady, Apollo 13—and even Frozen and Star Wars! Powerful leadership principles are based on Andy’s latest book “Things LEADERS Say: A Daily Guide to Help Every Leader Empower & Inspire.” Andy’s interactive program provides attendees with not only a memorable multi-media experience, but also with immediate “take-home” value to help educational leaders develop and empower future leaders for today’s new economy.
Presenter: Andy Masters
Introduction: Denise Esquibel, New Mexico State University
Location: Grand Ballroom

Credentials Solutions – Electronic Transcripts
Session 5A
Credentials Solutions boasts the largest electronic transcript sending and receiving network, providing a variety of service options to fit Higher Education’s unique needs. Come learn how we offer the best combination of solutions and service for your institution, staff and students. With TranscriptsPlus® and integrated automation software RoboRegistrar®, Credentials Solutions supports all major SIS platforms with online ordering, automated hold checking, integrated student communication, customer service, and electronic extraction and delivery. We optimize transcript delivery based on the preference of the receiving institution, sending EDI, XML or PDFs electronically through the largest network in the industry or printing and mailing paper transcripts from one of our facilities with eRoboMail®.
Presenter: Credentials Solutions
Location: Rockrimmon (3)
Ellucian eTranscript Integration with Parchment and The University of Northern Colorado
Session 5B
Parchment has integrated its Exchange solution with Ellucian eTranscripts, bringing touch-free processing, including patented certified PDF technology. Parchment and the Registrar’s Office at UNC have created solutions for legacy records, transcript printing and delivery. Learn how to get started from UNC about their process, and Parchment’s mission to use automation to help students.

Presenters:  Stacy Sharp, Assistant Registrar, University of Northern Colorado
            Michelle Heiny, Program Assistant, University of Northern Colorado
            Erin Elliott, Solutions, Engineer, Parchment
Facilitator:  Marissa Boston, University of Northern Colorado
Location:  Eagles Nest (1)

FERPA 101 for New Professionals
Session 5C
A high-level overview of the Family Educational Rights and Privacy Act for newer professionals. FERPA basics and legislative updates related to student data privacy will be discussed. An interactive discussion will follow.

Presenters:  Chris Seng, Registrar, Colorado State University
            Kristi Wold-McCormick, Registrar, University of Colorado Boulder
Location:  Eagles Nest (2)

Advancing Student Completion Through Course Access and Resource Alignment
Session 5D
Campuses nationwide are partnering with Ad Astra to align existing academic resources - faculty, classrooms and course offerings - to better serve students while increasing tuition revenues and saving instructional dollars. Learn how New Mexico State University is strategically generating student-friendly schedules that result in improved course access and accelerated on-time completions.

Presenters:  Denise Esquibel, Associate Registrar, New Mexico State University
            Lisa Randel, Regional Vice President, Ad Astra Information Systems
Location:  Grand Ballroom (A)

What is NASPA and How Can I Get Involved?
Session 5E
This session will provide a brief introduction to NASPA, which is a leading organization for Student Affairs Administrators in Higher Education. The presenter received one of the RMACRAO Professional Development Scholarships this year in order to attend the 2014 NASPA Law & Policy Conference, so this session will also provide an overview of the Law & Policy Conference and the hot topics that were discussed there.

Presenter:  Shelly Ellerby, Program Assistant, University Of Northern Colorado
Location:  Grand Ballroom (B)
SEVIS – How Does It Affect Me?

Session 5F

Is your registrar’s or admissions office keeping up with SEVIS requirements for your international students? Come learn about SEVP naming conventions (e.g., FNU and LNU are no longer allowed) and implications to the admissions process, SIS, transcripts, diplomas, etc. We will discuss reporting requirements and consequences for noncompliance as well as messaging to students regarding visa compliance issues. Bring your questions about SEVIS requirements to this informative session and learn what others are doing.

Presenters: Tina Tan, Director of International Student and Scholar Services, Office of International Education, University of Colorado Boulder
Susan Dorsey, Associate Registrar for Enrollment & Records Services, University of Colorado Boulder

Location: Grand Ballroom (c)

Automated Waitlist: Roundtable

Session 5G

Have you implemented Automated Waitlist in Banner? Or are you thinking about it? During this roundtable session we will discuss lessons learned, enhancements made and share best practices.

Presenters: Shonna Ulibarri, Program Assistant, University of Northern Colorado
Miori Gidley, Coordinator of Enrollment Processes, Front Range Community College

Location: Aspen Leaf

Curriculum Management, Catalogs, Syllabi, and Transfer —Getting It Done in One Place

Session 5H

Do you ever wish there was one software system that could do it all? SmartCatalog IQ is the answer. In this one, easy to use system, users can manage curriculum changes, propose catalog edits, create and upload syllabi and required text lists, and even manage transfer credit evaluation. Everything is stored in a central data warehouse for re-use and archiving. Come hear more about this new approach to managing all of your academic content.

Presenters: Anita Aker

Location: Eagles Nest (2)

Thursday Evening Event

Join us for dinner at the IvyWild School featuring a catered buffet by La’au’s Taco Shop. After dinner, guests can elect to stay at the IvyWild School to enjoy the relaxing atmosphere at the Bristal Brewery & Pub, and the Principal’s Office.

After dinner, for those looking for some more adventure, transportation will be provided to historical Manitou Springs.
RMACRAO 2015 Annual Meeting

Workshops/Events

Registration Open: 7:30 AM – 10:30 AM, Grand Ballroom Foyer
Exhibitor Area Open: 8:00 AM – 11:00 AM, Grand Ballroom (D)

8:00 AM – 9:30 AM

4-Year Records & Registration Forum
Session 6A
This roundtable discussion is designed for sharing of ideas, merging issues and best practices for registrars at 4-year institutions.
Presenter: Kristi Wold-McCormick, Registrar, University Of Colorado, Boulder
Location: Aspen Leaf

4-Year Admissions Forum
Session 6B
This roundtable discussion is designed for sharing of ideas, merging issues and best practices for admissions at 4-year institutions.
Presenter: TBD
Location: Grand Ballroom (A)

2-Year Admissions, Records & Registration Forum
Session 6C
This roundtable discussion is designed for sharing of ideas, merging issues and best practices for registrars and admissions offices at 2-year institutions.
Presenter: Stacy Maestas, Registrar, Laramie County Community College
Location: Grand Ballroom (B)

9:15 AM – 9:45 AM

Refreshment Break
Location: Grand Ballroom Foyer
Sponsor: RMACRAO Board
Creating a Collaborative Campus Approach to Enrollment Management
Session 7A
In a higher education world where institutions’ student enrollment goals include a wide spectrum of areas of emphasis including diversity, academic preparedness, capacity, budget modeling, retention and graduation, the idea that a single department or division “in charge” of enrollment is solely responsible for institutional enrollment outcomes is misguided at best. Success in meeting comprehensive enrollment goals depends largely upon the collaboration and synergy between staff, faculty and administrators across campus. Enrollment management is a campus wide endeavor requiring the fostering and maintenance of a collaborative enrollment environment. Hear from seasoned professionals who share over 50 years of combined experiences from six different institutions about approaches to enrollment collaboration supported by real examples, varying degrees of success and lessons learned.

Presenters:  Dr. Homer Wesley, Vice Chancellor, University of Colorado, Colorado Springs  
             Mathew Cox, Director of Enrollment Management, University of Colorado, Colorado Springs

Location: Rockrimmon (3)

Ferpa for Professionals
Session 7B
Participate in a discussion of more challenging FERPA questions and issues encountered by registrar professionals. Come prepared to share your most problematic FERPA situations for a broader discussion and input from other practicing professionals.

Presenters:  Chris Seng, Registrar, Colorado State University  
             Kristi Wold-McCormick, Registrar, University of Colorado, Boulder

Location: Eagles Nest (2)

Streamlining the schedule of classes at the Colorado School of Mines
Session 7C
Coordinating the schedule of classes across campus can be a difficult task. The Colorado School of Mines’ schedule of classes’ process is greatly streamlined thanks to CourseLeaf Section Scheduler (CLSS). CLSS helps Mines improve efficiency in building the schedule of classes with visual distribution maps, customized reporting and manageable workflows. Learn how Mines plans and coordinates their offerings across campus without wasting time or staff resources.

Presenter: Leapfrog Technologies
Location: Rockrimmon (4)

Work, Stress & Sleep: How to get the Sleep You Need to Succeed
Session 7D
We all know we need a certain amount of good sleep each night to perform at our best, especially during periods of high stress, but studies show that many of us are not getting enough sleep to be fully charged for the coming day. Lack of sleep increases stress levels, which can lead to a vicious cycle of stress, insomnia and even depression that eventually drains your power. Come hear about common sleep issues and discover solutions to help you get the sleep you need to stay healthy, happy and energized.

Presenter: Susan Dorsey, Associate Registrar for Enrollment & Records Services, University of Colorado, Boulder
Location: Grand Ballroom (A)
Yes, English is not my first language ... now where is my admit letter?

**Session 7E**
Roundtable Discussion - It’s a question on most University’s admission’s application. What do your school do differently reviewing these applications when the “domestic” applicants answer is “Yes”? Does your institution offer remedial English courses or stretch English courses to help these students to be successful?

**Presenter:** Wang Chao, Internal Student and Scholar Services Specialist, University of Colorado, Colorado Springs

**Location:** Grand Ballroom (B)

Community College First Year Orientation Program

**Session 7F**
Community Colleges serve varied student population. All first year students have different perceptions of what college will be like. Orientations are designed to help eliminate false conceptions and provide students with the resources to be successful. Research shows students who attend orientations are better prepared, more connected, and help to increase retention rates. Session Discussion: Design, develop, planning, and implementation process as well as working collaboratively with office and departments to create educational sessions.

**Presenter:** Geraldine Martinez, Dona Ana Community College

Kena Carriere, Dona Ana Community College

**Location:** Grand Ballroom (C)

Transfer Equivalency Round Table

**Session 7G**
A round table conversation about how colleges and universities in the region process transfer credit – from transfer credit entry, to equivalency review, to transfer articulation tables. Topics of discussion may include: are these processes performed by one team/unit at your college or university, or are they distributed among many teams? What new and different techniques are your colleges and universities using to develop more robust equivalency tables?

**Presenter:** Kathryn Carter, Transfer Specialist, CU Denver

**Location:** Aspen Leaf

Commencement: Back-Stage Planning means on-stage success!

**Session 7H**
Planning how the students gather and process into the main graduation area will make the event less stressful and more elegant. Join us as we work through the planning of a commencement. Lifetouch Special Events has attended thousands of commencements and have seen many examples of what works well (and some that have not). With many visual aids and handouts, we will go over how you can handle this special occasion.

**Presenters:** Lifetouch Special Events

**Location:** Rockrimmon (4)
### Closing Session

**Living the Salt Life Wherever You Are**

In Florida you see stickers about living the salt life everywhere. To some this means lounging on the beach and tasting the salt air. However, this session will include what it means to live the salt life from a RMACRAO perspective. How can we add flavor to our current positions? How can we savor the sweet and the salty in our lives?

**Presenter:** Dr. Tammy Aagard, Associate Vice President For Enrollment Management, University of Florida  
**Introduction:** Denise Esquibel, Associate Registrar, New Mexico State University  
**Location:** Grand Ballroom

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### 1:00 PM – 3:00 PM

**RMACRAO Board of Directors Meeting**

All current, ingoing, and outgoing members of the RMACRAO Board of Directors need to be in attendance.

**Location:** Aspen Leaf

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I. Call to Order
Charles Couch, President

II. Minutes from the 2015 Annual Meeting
Paula Martinez, Secretary

III. Treasurer's Report
Chris Seng, Treasurer
   a. 2014-2015 Budget
   b. 2015-2016 Proposed Budget

IV. RMACRAO President Report
Charles Couch, President

V. Nominations & Elections Report
Sally Page, Past President

VI. RMACRAO 2015 Review & Recognition
Denise Esquibel, President-Elect
LAC Co-Chairs:
   Mathew Cox
   Jason Maxwell
   Tracy Barber

VII. Old Business
Charles Couch, President

VII. Passing of the Gavel
Charles Couch, President

IX. 2015-2016 President Remarks
Denise Esquibel, President

X. New Business
Denise Esquibel, President
   a. Amendment to constitutional bylaws
   b. Applications for Membership

XI. RMACRAO 2016 – Casper Wyoming
Denise Esquibel, President

XII. Announcements
Denise Esquibel, President

XII. Adjournment
Denise Esquibel, President
BUSINESS MEETING MINUTES

Annual Business Meeting
Crown Plaza Albuquerque, New Mexico

July 17, 2014

I. Call to Order. Sally Page called to order the 2014 Annual Business Meeting. A quorum for any Association meeting, annual or special, shall include the presence from at least one delegate from 25% or more of the member institutions, with each state represented by at least one institution. Sally determined through consultation with the LAC Chair and Vice Presidents that a quorum exists. Sally recognized the current RMACRAO Board of Directors:

a. Sally, president for this year’s meeting, representing University of Colorado Boulder.
b. Charlie Couch, President Elect and Program Committee Chair for the 2014 Annual Meeting, University of Northern Colorado.
c. Lane Buchanan, Past President, University of Wyoming.
d. Kyla Foltz, Vice President for Wyoming, Casper College.
e. Jamie Yarbrough, Vice President for Colorado, Colorado State University.
f. Jacobo Varela, Vice President for New Mexico, New Mexico State University.
g. Paula E. Martinez, Secretary, Metropolitan State University of Denver.
h. Chris Seng, Treasurer Elect, Colorado State University.
i. Carolyn Gutierrez, Treasurer and Local Arrangements Committee Co-Chair, University of New Mexico.
j. Denise Esquibel, Local Arrangements Committee Co-Chair, New Mexico State University.
k. Corey Wahl, Web Developer and Exhibitor and Local Arrangements Committee Liaison, Colorado School of Mines.
l. Paul McCarty, Newsletter Editor, University of Denver.
m. Nolan Oltjenbruns, Historian, Colorado School of Mines.
n. Nonie Wainwright, Marketing and Communication Coordinator, University of Boulder.

II. Minutes from the 2013-2014 Annual Meeting. Paula E. Martinez came forward to present the 2013 Annual Business Meeting Minutes. There was a correction to the minutes to remove IV AACRAO Representative Report as there was no AACRAO report. Kelly Christman, University of Northern Colorado made a motion to approve the notes; Kelley Brundage, Colorado State University seconded the motion. Motion approved as amended.


a. 2013-2014 Current Budget
   1. We are using Quickbooks Online. Quickbooks provides the ability to produce a variety of reports in one click.
   2. Chris Seng, Treasurer Elect from Colorado State University (CSU) hired Tanner Towui a
CSU accounting student to assist with treasurer duties.

3. Switched credit card payments from Wells Fargo to Paypal. Paypal credit card fees are 4% compared to 12% with Wells Fargo.

4. Carolyn presented significant cost savings.

5. Filed for tax exempt status in New Mexico so that we won’t pay state taxes.

b. 2014-2015 Proposed Budget

1. Revenue will go up.

2. Question on web support: The Board is considering using a web meeting tool like Goto meeting. This way, we can have RMACRAO events available online.

3. Question why peer review was added on to next year’s budget? Last year, it was zeroed out to make adjustments for professional development. The Board made a decision to put it back on and made other adjustments. A comment was made that it has not been used in 10 years. The Board thought it would be important for the membership. The Board will advertise to membership to take advantage of it. It is a valuable resource. There was a comment to explain what peer evaluation is. It allows membership to bring in people from other institutions to look at business process. It may help to pay for travel expenses. Nolen provided some examples: This is a way to prepare for the review to determine institution needs, accreditation process, etc.

4. Question: do we have a separate budget for the conference. The budget for the conference will be in the newsletter including conference outcomes.

Sally reminded that due to the fiscal year ending on September 30, we may need to alter the expected line items in October for the current year budget expenditures. Sally reiterated cost savings and that we will not be increasing membership dues.

Sally asked for approval/revision to the 2014-2015 Proposed Budget. Lane Buchanan from University of Wyoming made a motion to approve; Amelia Jackson from University of Colorado Boulder seconded. Budget approved.

IV. RMACRAO President Report: Sally presented association happenings for the past year.

a. Putting everything in the cloud

b. Developed marketing and communication position.

c. Developed why be a member.

d. Three RMACRAO Board members attended a professional development leadership in Washington DC.

e. The Board was able to award all travel grants and AACRAO and professional development scholarships.

f. Able to restore the peer review.

g. Encouraged membership participation.
Sally acknowledged the Executive Committee members who will be leaving their positions on the Board after this meeting: Lane Buchanan, Past President; Jacobo Varela, Vice President for New Mexico; Carolyn Gutierrez, Treasurer, and; Paul McCarty, Newsletter Editor.

V. Nominations and Elections Report: Lane announced the results of the nominations and elections voted by institutional members.

This year we had ___ votes from institutions in all three states. This represents ___% of the possible votes we could have received. The outcome of the voting is:

- President Elect: Denise Esquibel, New Mexico State University
- Vice President for New Mexico: Kathleen Sena, Northern New Mexico College
- Secretary: Paula E. Martinez, Metropolitan State University of Denver.

Sally Page presented Lane Buchanan with a plaque in recognition of service to the RMACRAO Board of Directors. Sally thanked all the facilitators and session presenters for participating with this year's Annual Meeting.

VI. RMACRAO 2014 Review and Recognition. Charlie Couch recognized members of the Program Committee: Chris Seng, Colorado State University; Nolan Oltjenbruns, Colorado School of Mines, and; Kathleen Sena, Northern New Mexico College. He also thanked all the session presenters and facilitators.

VII. Local Arrangements Committee. Denise Esquibel recognized Sylvia Castillo and Jamie Yarbrough for assisting with the front desk. Carolyn Gutierrez gave a shout out to Corey Wahl for helping with local arrangements. Sally Page gave a big thank you to Carolyn and Denise.

VIII. Old Business. Sally Page noted that we have no old business to take care of.

IX. Passing of the Gavel. Sally Page passed the gavel and the Presidential Dowry to our incoming President, Charlie Couch. Sally thanked everyone on the Board, and the dedication from the membership, and Barbara Todd and current boss, and to colleagues at the University of Colorado Boulder. It has been an honor to serve as the President.

X. 2014-2015 President Remarks. Charlie Couch took a moment to thank Sally Page for the behind the scenes hard work and dedication with a plaque signifying her service to RMACRAO.

XI. New Business.

a. Applications for membership:

   1. Colorado Heights University: Twila Humphrey, Pikes Peak Community College made a motion to approve the application. Paul McCarty, University of Denver seconded the motion. Motion approved.

   2. Denver School of Nursing. Thomas Hartman, American Sentinel University made a motion
to approve the application. Kelly Christman, University of Northern Colorado seconded the motion. Motion approved.

3. Dona Ana Community College. Jacobo Varela, New Mexico State University made a motion to approve the application. Hector Sanchez, New Mexico State University seconded the motion. Motion approved.

4. Rocky Vista University. Corey Wahl, Colorado School of Mines made a motion to approve the application. Lane Buchanan, University of Wyoming seconded the motion. Motion approved.

5. St. John’s College. Nolan Oltjenbruns, Colorado School of Mines made a motion to approve the application. Kathleen Sena, Northern New Mexico College seconded the motion. Motion approved.

6. Westwood College. Amelia Jackson, University of Colorado Boulder made a motion to approve the application. Erin Olsen, University of Wyoming seconded the motion. Motion approved.

7. University of New Mexico Taos. Alex Gonzales, University of Mexico made a motion to approve the application. Kathleen Sena, Northern New Mexico College seconded the motion. Motion approved.

XII. RMACRAO 2015 Conference. Charlie Couch invited representatives, Matthew Cox and Jason Maxwell, from the University of Colorado-Colorado Springs to the podium to present the 2014 Annual Meeting. A video was presented and information was provided in the exhibitor booth for the meeting to be held July 15 - 17, 2015 at Colorado Springs Marriott Hotel.

XIII. Announcements. Charlie Couch shared a few announcements.

a. All board members, both outgoing and incoming, must stay for photos after the meeting adjourns.

b. Dinner will be served at the New Mexico Museum of Natural History. The bus will depart the hotel at 6:00 p.m.

c. Dessert will be served in the exhibitor area following the close of the meeting.

Motion to adjourn. Amelia Jackson, University of Colorado Boulder made a motion to adjourn the meeting. Jason Maxwell, University of Colorado-Colorado Springs seconded the motion. Motion approved.
## CURRENT BUDGET

### Fiscal Year 2014 - 2015

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<th>Actual YTD</th>
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### Adjustments Summary

**Revenue:**
- Savings transfer to cover increase budget items

**Expenses:**
- Increased to reflect larger number of Board members
- Increased to cover misc costs institutions were paying
- Increased from $600.00. Six grants for $200.00 each
- Increased from $750.00. Three grants for $400.00 each
- Increased from $1000.00

- Moved to conference budget expense
Greetings RMACRAO Members! Are you aware of how RMACRAO is managed? Here are a few facts for you!

Board of Directors Elected Positions (voting members)
- Presidential Series (3 year commitment)
  - President Elect/President/Past President

One person is elected each year for the President Elect position. This person automatically becomes the President the following year, then the Past President.
- Vice Presidents (2 year commitment)
  - VP for Colorado, VP for New Mexico, VP for Wyoming
- Secretary (2 year commitment)
- Treasurer Series (3 year commitment)
  - Treasurer Elect/Treasurer

One person will serve one year as the Treasurer Elect and two years as Treasurer. During the third year of service, the Treasurer trains the Treasurer Elect.

Board of Directors Appointed Positions (non-voting members)
- Newsletter Editor
- Web Developer
- Exhibitor & Local Arrangements Liaison
- Marketing & Communications Coordinator
- Historian

Committees
- Local Arrangements-manages all on-site details of the annual meeting.
- Nominations & Elections-finds candidates for the upcoming election. Chaired by the Past President.
- Program-solicits presentations for the annual meeting. Chaired by the President Elect.

If you would like to become a RMACRAO Executive Board or committee member please contact your State VP!
NOMINATIONS & ELECTIONS

President-Elect: Stacy Maestas, Registrar, Laramie County Community College
Treasurer-Elect: Geraldine Martinez, Director of Admissions and Testing Services, New Mexico State University-Doña Ana Community College
Vice-President for Colorado: Katie Pederson, Senior Registrar, Denver School of Nursing
Vice-President for Wyoming: Linda Nichols, Registrar, Casper College

TRAVEL GRANT RECIPIENTS

Tori Hawks, Coordinator of Recruiting, Lamar Community College, Colorado
Jean Moran, Student Services Specialist, Sr., Admissions and Registration, Aims Community College, CO
Gillian Sochor, Education Assistant, Denver School of Nursing, CO
Fletcher Brown, Systems Registrar, Westwood College, CO
Misty Swainson, Student Records Technician, Laramie County Community College, Cheyenne, WY
Eugenia Carriere, Associate Director of Admissions, Doña Ana Community College/NMSU
HONORARY MEMBERSHIP

PAUL BERWICK (1999)
BILL BRUNER (1990)
GEORGE BURNHAM (1992)
RICH DAVIS (1994)
ALLAN EDDY (1999)
STEVE EKERHOLM (2004)
WAYNE FARLEY
BILL HAID (2009)
DAVE HUNT (1996)
SHELLY JACKSON (2009)
RANDALL KOUBA (2004)
BERNIE LINENBERGER (1990)
TOM MCKECHNEY (2010)
JOE ORNDORFF (2010)
D. JACK POMMREHN (1999)
BOB PRESTON (1996)
LERoy RookER (2001)
CHARLES SELDEN (1992)
CHRISTOPHER KYLE SENA (2010)
KATHLEEN SENA (2010)
GOLDIE WARD (1990)
BOB WEAVER (1990)
APPLICATIONS FOR MEMBERSHIP

Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer: treasurer@rmacrao.org.

Institutional/Organization Contact Information:

Institution/Organization Name: WYOMING CATHOLIC COLLEGE
City: LANKDON State: WY Zip Code: 82520
Institution Website: www.wyomingcatholic.org

Office of the Registrar Information:
Address 1: 306 MAINST
Address 2:
City, State, Zip: LANKDON, WY 82520
Main Phone: (307) 332-2430 x 130
Main Email: admissions@wyomingcatholic.org
Website: www.wyomingcatholic.org

Office of Admissions Information (if different):
Address 1: 306 MAINST
Address 2:
City, State, Zip: LANKDON, WY 82520
Main Phone: (307) 332-2430 x 130
Main Email: admissions@wyomingcatholic.org
Website: www.wyomingcatholic.org

Membership Application Type: (see page 2 for more information about membership and dues)
- Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)
- Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:
- ☐ Educational Institution
- ☑ Non-Profit
- ☐ Government Agency
- ☐ Corporation/Consultant

Institution Type:
- ☐ 4 Year Public
- ☐ 4 Year Private
- ☐ 2 Year Public
- ☐ 2 Year Private
- ☐ Graduate or Professional
- ☐ International
- ☐ Other:

FTE Enrollment:
- ☑ 1,000 - 4,999
- ☐ 5,000 - 9,999
- ☐ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: JENNIFER WESTMAN
Applicant Title: WHELSTMAN
Applicant Email: JENWESTMAN@wyomingcatholic.org
Applicant Phone: (307) 332-2430 x 130
APPLICATIONS FOR MEMBERSHIP

Application for Institutional/Organizational Membership

Please complete and return this form to the RMACRAO Treasurer. treasurer@rmacro.org.

Institutional/Organization Contact Information:

Institution/Organization Name: Community College of Denver
City: Denver State: CO Zip Code: 80217
Institution Website: www.ccd.edu

Office of the Registrar Information:
Address 1: Lamps Box 201
Address 2: P.O. Box 173363
City, State, Zip: Denver, CO 80217-3363
Main Phone: (303) 556-6078
Main Email: Website:

Office of Admissions Information (if different):
Address 1:
Address 2:
City, State, Zip:
Main Phone:
Main Email:
Website:

Membership Application Type: (see page 2 for more information about membership and dues)

☑ Institutional RMACRAO Membership (Traditional Non-Profit Colleges & Universities, and Proprietary/For-Profit Colleges & Universities)
☐ Associate Professional RMACRAO Membership (other higher education companies & organizations)

Organization Type:
☑ Educational Institution
☐ Non-Profit
☐ Government Agency
☐ Corporation/Consultant

Institution Type:
☐ 4 Year Public
☐ 4 Year Private
☐ 2 Year Public
☑ 2 Year Private
☐ Graduate or Professional
☐ International
☐ Other:

FTE Enrollment:
☐ 1 - 999
☐ 1,000 - 4,999
☐ 5,000 - 9,999
☑ 10,000 +

Applicant Institutional Contact Information:

Applicant Name: Christine Vengphackdy
Applicant Title: Administrative Assistant III
Applicant Email: christine.vengphackdy@ccd.edu
Applicant Phone: (303) 556-6078
EXHIBITORS

Ad Astra Information Systems
6900 W. 80Th St, Suite 300
Overland Park, KS 66204

Exhibitor: Lisa Randel

From the beginning, Ad Astra has believed there is more to scheduling than booking rooms, times and other resources. Accordingly, we have made unprecedented investments in research and development which have culminated in several new, patented and patent-pending processes that are integrated into our software and services. Among these processes are:

• an advanced analytics system and set of services to assess student demand for courses
• a performance metrics system for improving course-offering management, setting and enforcing scheduling policy, and providing decision-support information to departments
• a breakthrough academic space management approach that allows institutions to grow enrollments in a fixed space inventory

College Source, Inc.
1327 E Kemper Rd, Suite 3000
Cincinnati, OH 452 46

Exhibitors: Melani Pratt, Regional Account Manager
             Shelly Jackson, Client Relations Associate

CollegeSource, Inc. has been creating information technology solutions for higher education since 1971. More than 2,000 institutions and millions of users worldwide utilize CollegeSource products for degree audit, degree planning, and transfer articulation.
EXHIBITORS

College Scheduler LLC
389 Connors Ct, Suite E
Chico, CA 95926
www.collegescheduler.com

Exhibitor: Brett Conner

College Scheduler provides a web-based schedule planner for use by students & advisors to create schedules each semester. Students are able to search for all their classes, enter breaks they’d like to schedule around and the schedule planner returns all possible schedules with up to the minute data. Our institutions experience increased enrollment credit hours, increased on time graduation and time savings in academic advising! Real time course demand reports available to Registrar’s Office. Integrates with Banner, Colleague, Peoplesoft, Homegrown & DegreeWorks.

Governet
1000 River Walk Drive
Suite 350
Idaho Falls, ID 83402 USA

Exhibitors: Dr. Cecil Broadnax

Governet designs and builds web-based solutions that automate curriculum management processes for higher education. CurricUNET META and its’ powerful workflow management and data collection capabilities allow our clients to more effectively and efficiently manage and address their course and program management needs as well as support strategic planning and accreditation efforts at a campus, district, regional or state level. Governet’s software as a service (SAAS) solutions focus on streamlining processes at each level, creating significant savings in labor and provide simplified access to shared curriculum databases. In addition to our flagship product, CurricUNET META, our complimentary services and solutions include:

- Professional consulting services
- Curriculum best practices
- Curriculum process re-engineering
- Web-based entry and editing
- Automated workflow management
- Integrated document management
- Relational database storage and access
- Dynamic Web searches (local, statewide, and global)
- Ad hoc reporting tools
**EXHIBITORS**

Digital Architecture  
P.O. Box 7791  
Lakeland, FL 33807  
www.digarc.com

**Exhibitors: Christy Wessel & John Schoenborn**

Digital Architecture is the leading provider of curriculum and catalog management solutions. The Acalog™ publishing system delivers thousands of e-catalogs at hundreds of colleges and universities. Curriculog™ is a groundbreaking workflow, collaboration, and approval-tracking platform with the flexibility to respond to evolving institutional and accreditation requirements.

Credentials Solutions  
436 Frontage Road, Suite 200  
Northfield, IL 60093  
www.credentialssolutions.com

**Exhibitor: Thomas McKechney**

Founded in 1997, Credentials Solutions is an outsource provider that specializes in online services for Higher Education. Credentials is the nation’s largest handler of online transcript requests. With flagship product TranscriptsPlus® and integrated automation software RoboRegistrar®, Credentials Solutions provides the industry’s only truly comprehensive transcript solution for all major SIS platforms that includes online ordering, automated hold checking, integrated student communications with toll free customer service, electronic extraction and delivery, including EDI, XML and Secure PDFs. Transcripts Network™ enables client institutions to send transcripts electronically through Credentials’ secure network as well as industry accepted transcript hubs. eRoboMail™, has truly made Credentials the Total Package Transcript Solution. It assumes the printing and mailing of transcripts and other secure documents so you can focus on serving your students. In addition, Credentials also offers ParkingPlus®, which issues and manages parking permits. This innovative online service automates the permit application, payment, production, mailing and/or dispensing of parking permits. Credentials has also developed online applications for orientation and conference registrations, replacement diplomas as well as other student services.
Jonesville Paper Tube
540 Beck St – P.O. Box 39
Jonesville, MI 49520
www.papertube.com

**Exhibitor: James Rose**

Jonesville Paper Tube, founded in 1955, manufactures paper tubes for handing out at the commencement ceremony, mailing diplomas, sending acceptance letters, recruiting information or anything else your imagination can think up! Custom made to your specifications!

Leepfrog Technologies
2105 ACT Circle
Iowa City, IA 52245
www.leepfrog.com

**Exhibitor: Bryan Blackwell**

Leepfrog Technologies is the leading provider of catalog, curriculum, and scheduling management software to higher education. Our CourseLeaf Catalog (CAT) software transforms your catalog into a dynamic, online document with powerful editing and work flow. CourseLeaf Curriculum (CIM) revolutionizes your campus with online course and program proposals. CourseLeaf Offering Builder (WEN) visualizes and validates your course schedules.
**Exhibitor: Mark Hommerding & Karl Johnson**

Great photography of your graduates coupled with friendly service at no cost to your institution. Lifetouch has been a leader in commencement photography for over 30 years. We visit your site to ensure we work seamlessly with your graduation team. Complementary PR images and a memory book included.

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**Exhibitor: Dannette Sullivan**

The National Student Clearinghouse’s free education reporting, verification, and transcript services are used by 3,500 institutions. You can securely deliver electronic transcripts worldwide with our free Transcript Services. Through our strategic partnership with Ellucian, we offer eTranscripts: the first no-cost “touch-free,” real time electronic transcript ordering, processing, and delivery solution.
Paradigm, Inc.
2600 Performance Ct
Virginia Beach, VA 23453
www.paradigm-corp.com

Exhibitor: Elizabeth Kunde

Paradigm, Inc is a full service diploma and diploma cover company that specializes in the printing and direct mailing of documents straight to students. We offer a simple, quick and stress free service which will save you valuable time, space and labor. With exceptional customer service, 10 day turnaround times, superb accuracy, simple on-line ordering system and competitive pricing why not switch today?

Parchment
6263 North Scottsdale Road, Suite 330
Scottsdale, AZ 85250
www.parchment.com

Exhibitor: Dave Bargeron & Brenda Johnson

Parchment is a leading technology company allowing learners, educators and employers to request, verify and share credentials in simple and secure ways. The platform has helped millions of people and thousands of schools and universities to exchange more than 12 million transcripts and other credentials globally.
SCRIP-SAFE International
136 Commerce Blvd
Loveland, OH 45140
www.scrip-safe.com

Exhibitor: David Raissle & Frost Johnson

SCRIP-SAFE® is the global leader for innovative document security solutions for both paper and electronic records. We provide universities with secured, electronic delivery of transcripts (eSCRIP-SAFE), an online transcript request service (Transcripts on Demand), Full-service transcript fulfillment (Transcripts on Demand - Elite), web-based diploma printing software (Diplomas on Demand) and diploma paper, while printing official transcript security paper for over 24 years.

SmartCatalog
217 Commercial Street, Suite 406
Portland, ME 04101
www.academiccatalog.com

Exhibitor: Anita Aker

SmartCatalog IQ centralizes the management of catalogs, curriculum, transfer credit evaluation, and syllabi. It integrates with student information systems. Information sharing may be manual or automatic and synchronization maintains consistency between systems. SmartCatalog has been serving higher education since 1996 and is the single source for all your academic content management.
Please join us for the 2016 RMACRAO Annual Meeting:

July 20-22, 2016
at the Ramkota Hotel and Conference Center
in Casper, Wyoming
"The education our students receive is more than just credit hours. Pairing an Experiential Transcript with an Academic Transcript illustrates the real education underneath the numbers." — University Registrar

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