

December 2, 2014

Members of the Search Committee:

I was very interested to see the opening position of Registrar at Montana State University. I am currently the Registrar at Marymount University and previously worked in the Registrar's Office at George Mason University.

As you will see from the attached resume, I am familiar with all aspects of a university registrar's office. In my current position I am the gatekeeper of all academic records. I am responsible for graduation, ensuring that grading polices are followed and that grades are posted in a timely fashion, registration, course scheduling, and transfer credit evaluation.

I'm also responsible for university FERPRA compliance, creating and enforcing various university policies, and use the student information system daily. I am a member of several university committees and registrar related organizations, and have developed positive relationships with many people and offices throughout Marymount University and the Washington, DC area.

I have more than fifteen years of experience in registrars' offices. I am familiar with the issues that registrars have to deal with on a regular basis and believe that my experience at Marymount University makes me uniquely qualified to be Registrar at Montana State University.

Sincerely,

Scott Spencer, JD
Registrar
Marymount University

Scott J. Spencer, J.D.



EMPLOYMENT HISTORY

University Registrar Marymount University Arlington, VA 2005-Present

- Responsible for overseeing all aspects of certification and degree conferral for approximately 1000 graduates (undergraduate through doctoral level) each year, including verification of completion of degree, creation of diplomas, and distribution.
- Coordinate graduation ceremony, including supervision of securing location and ensuring that all schools comply with degree requirements, as well as coordination of both student and faculty procession and distribution of the diplomas.
- Oversee preparation of each semester's schedule of classes, and ensure that registration runs in a timely and orderly fashion.
- Prepare and oversee budget for office.
- Oversee use of Datatel online student information and registration system, and inform University Technology Committee and the Core Data Team of needed changes.
- Oversee transfer credit evaluations.
- Create Transfer credit acceptance policies regarding transfer credits, Advanced Placement Tests, and International Baccalaureate Tests.
- Oversee creation of student transcripts, and make sure FERPA policies regarding them and all other student information is followed.
- Interact with various members of the university community to evaluate, review, and implement current and future university policies including: information technology, admissions, curriculum (new as well as changes to existing) and data integrity oversight.
- Work with graduate and undergraduate admissions offices to create policies regarding record keeping, record retention, and record access.
- Responsible for integration of technology and daily operations of the Registrar's Office. Implemented scheduling software (AstraSchedule) for daily use by the Registrar Office, University Conference Center, Campus Safety and Physical Plant. Implemented E-Scrip Safe for online transcript requests.
- Responsible for hiring, training, and supervising Registrar's Office staff.
- Responsible for University FERPA compliance, including giving yearly inter-office workshops, one on one training, meeting with all newly hired employees and updating and maintaining university FERPA policies, both in writing and on the web.
- Coordinate university-wide participation in consortium of local universities.
- Responsible for updating, organizing, producing and distribution of university catalog.

- Implemented wait listing system for student registration, making it easier for students to get the course sections they need and making it easier for departments to judge interest in course sections.
- Implemented online access to holds that preclude students from registering, making it easier and less frustrating for students to register for classes.
- Assisted the University Registrar in overseeing all aspects of certification and degree conferral for approximately 1000 graduates (undergraduate through doctoral level) each year, including verification of completion of degree, creation of diplomas, and distribution.

Associate University Registrar Marymount University Arlington, VA 2001-2005

- Assisted the university community with data correction, data integrity, and various other aspects of database integrity
- Directly responsible for Registrar Office customer service training
- Acted as University Registrar when the University Registrar was unavailable
- Lead for the implementation of ImageNow as well as being the lead administrator of the ImageNow imaging system
- Member and chair of the Data Standards committee (now Core Data Team)

EDUCATION

Juris Doctor
George Mason University

Bachelor of Arts, Anthropology
George Mason University

TEACHING EXPERIENCE

Lecturer - Marymount University School of Business, Legal Affairs Department since Fall 2006

- Introduction to Legal Research, Fall 2006
- Business Law I and II Spring Fall 2007 through Spring 2014
- Discover 101 Fall 2010 through Spring 2014

PUBLICATIONS and PRESENTATIONS

"SEVIS – An Important Tool to Fight Terrorism?" included on the *Privacy, Technology, and Security: Legal Challenges in the 21st Century* CD-ROM released by Professor Angelina Chen and Former Secretary of the Army, John O. Marsh, 2005

"Difficult Scheduling Issues" Presented at the Washington DC Consortium of Universities Consortium Day, June 2007.

COMMITTEES AND AFFILIATIONS

A sample of the university related committees served upon:

Academic Standards Committee

- Review undergraduate student appeals regarding academic dismissal
- Created processes for students to appeal dismissal
- Documented the student appeals process
- Oversee standards and procedures for transfer credits
- Oversee standards and procedures for awarding credit for alternate forms of learning

Enrollment Appeals Committee

- Listen to and act on student requests for late withdrawals, tuition refunds and waiver of administrative grades
- Oversee appeals regarding student financial aid.

University Technology Budget Committee

- Oversee budgeting and prioritization of new university technology

Core Data Team

- Oversee use of and enhancements to the Ellucian Colleague Information System
- Prioritize upcoming projects that impact the usability of the Colleague Information System

Graduate Studies Committee

- Review graduate student appeals regarding academic dismissal
- Oversee implementation of new programs and courses

Undergraduate Curriculum and Instruction Committee

- Oversee implementation of new undergraduate programs and courses

Title IX Investigator

- Work on a two person team, investigating reported Title IX violations, including both sexual harassment and sexual assault at the university

Consortium of Universities of the Washington Metropolitan Area

- Chair of Registrar's Committee 2006-2008, 2012 – Current
- Member of Registrar's Committee 2001-Current

Member of :

- Virginia Association of College Registrar's and Admissions Officers
- American Associate of College Registrar's and Admissions Officers
- Southern Association of College Registrar's and Admissions Officers
- District of Columbia Bar