



AACRAO Registrars Survey: Office Size by Institutional Enrollment; Reporting Line of the Registrar

This is the second of a two-part report on the results of a September 2007 survey that AACRAO conducted of Registrar's Offices* at its member institutions.

The following tables pertain to:

- the Registrar's Office staff size and office and
- information about to whom the Registrar reports.

I. Registrar's Office Staff Size

a. Average Numbers of Registrar's Office Staff by Total Enrollment (Headcount) for All Responding Institutions

In the following tables, the registrar, associate registrar, and assistant registrar positions are categorized as professional staff.

Total Enrollment (and # respondents)	# Professional Staff	# Other	# Total Full- Time Staff	# Total Part- Time Staff
<1,000 (n=105)	1.53	0.98	1.98	1.02
1,000-1,999 (n=83)	2.10	2.26	4.09	2.54
2,000-2,999 (n=79)	2.03	3.46	5.02	2.75
3,000-3,999 (n=53)	2.67	3.91	6.25	3.64
4,000-4,999 (n=33)	2.91	3.95	6.55	4.29
5,000-5,999 (n=28)	1.93	5.75	7.68	3.39
6,000-6,999 (n=20)	3	6.22	9.22	4.39
7,000-7,999 (n=5)	2.8	6	8.8	9
8,000-8,999 (n=9)	3.33	10.25	12.44	6
9,000-9,999 (n=5)	3.8	11.2	15	7.5
10,000-10,999 (n=9)	3.33	11.44	14.78	6.56
11,000-11,999 (n=5)	4.6	8.8	13.4	5.4
12,000-12,999 (n=9)	4.67	17.57	18.33	7
13,000-13,999 (n=4)	4.25	11.5	15.75	8
14,000-14,999 (n=9)	3.375	11.75	9.25	6.14
15,000-19,999 (n=17)	4.5	12.92	14.19	13.21
20,000-24,999 (n=12)	4	19.18	23.18	10
25,000-29,999 (n=12)	7.33	26.5	30.89	9.4
30,000-34,999 (n=7)	3.6	41.2	44.8	18.67
35,000-39,999	n/a	n/a	n/a	n/a
40,000-44,999 (n=2)	11	165	176	8
45,000-49,999 (n=4)	9	32.33	33.25	8.33
50,000-54,999 (n=1)	9	39	48	59
55,000-59,999	n/a	n/a	n/a	n/a
60,000-64,999 (n=1)	39	4	43	n/a

b. Average Numbers of Registrar's Office Staff by Total Enrollment (Headcount) for U.S. Title IV-eligible Institutions

Total Enrollment (and # respondents)	# Professional Staff	# Other	# Total Full- Time Staff	# Total Part- Time Staff
<1,000 (n=94)	1.54	0.95	1.98	1.02
1,000-1,999 (n=82)	2.10	2.28	4.10	2.58
2,000-2,999 (n=78)	2.02	3.34	4.89	2.70
3,000-3,999 (n=51)	2.63	3.88	6.17	3.66
4,000-4,999 (n=32)	2.91	3.95	6.55	4.29
5,000-5,999 (n=27)	1.89	5.78	7.67	3.45
6,000-6,999 (n=20)	3	6.22	9.22	4.39
7,000-7,999 (n=4)	2.25	5.75	8	10
8,000-8,999 (n=7)	3.86	9.71	13.57	2.83
9,000-9,999 (n=5)	3.8	11.2	15	7.5
10,000-10,999 (n=9)	3.33	11.44	14.78	6.56
11,000-11,999 (n=5)	4.6	8.8	13.4	5.4
12,000-12,999 (n=7)	4.14	12.83	15.14	5.86
13,000-13,999 (n=4)	4.25	11.5	15.75	8
14,000-14,999 (n=8)	3.57	14	9.57	6.14
15,000-19,999 (n=15)	4.14	13.2	13.57	9.25
20,000-24,999 (n=8)	4.29	16.57	20.86	12.86
25,000-29,999 (n=12)	5.78	19.56	25.33	5.86
30,000-34,999 (n=4)	2.67	20	22.67	10.5
35,000-39,999	n/a	n/a	n/a	n/a
40,000-44,999	n/a	n/a	n/a	n/a
45,000-49,999 (n=4)	9	32.33	33.25	8.33
50,000-54,999 (n=1)	9	39	48	59

c. Average Numbers of Registrar's Office Staff by Full-time Enrollment at U.S. Title IV-eligible Institutions

(Note that this figure is not available for the non-Title IV institutions in this survey.)

# Full-Time Students (and # respondents)	# Professional Staff	# Other	# Total Full- Time Staff	# Total Part- Time Staff
<1,000 (n=128)	1.56	1.52	2.45	1.25
1,000-1,999 (n=131)	2.19	2.79	4.56	3.34
2,000-2,999 (n=73)	2.52	4.59	6.81	2.97
3,000-3,999 (n=36)	2.70	5.19	7.54	4.32
4,000-4,999 (n=20)	2.5	6.32	8.5	4.6
5,000-5,999 (n=9)	3.43	7.57	11	5
6,000-6,999 (n=10)	2.6	9	11.6	7.83
7,000-7,999 (n=13)	4.42	11.25	15.67	6.2
8,000-8,999 (n=9)	3.22	11.14	11.89	4.63
9,000-9,999 (n=8)	5	15.43	18.5	8.57
10,000-10,999 (n=3)	5	14	9.67	7.33

11,000-11,999 (n=4)	4	12.25	16.25	7.25
12,000-12,999 (n=2)	4	19	13.5	11.5
13,000-13,999 (n=4)	4.33	12	16.33	7.33
14,000-14,999 (n=2)	4	13	17	10
15,000-19,999 (n=11)	5.2	21.67	24.7	10.63
20,000-24,999 (n=6)	6.6	19.6	26.2	7
25,000-29,999 (n=3)	2	12	14	7
30,000-34,999 (n=1)	11	40	51	14
35,000-39,999 (n=2)	9.5	35	27	1
40,000-44,999 (n=2)	7.5	30.5	38	34.5

II. Size of Registrar's Office

Square Footage of Main Registrar's Office

Overall, the responding institutions' main Registrar's Offices averaged 1,338 square feet. Among U.S. Title IV institutions, the main Registrar's Office is 1,387 square feet. Not surprisingly, in general the more students at the institution, the larger the registrar's office. The average for the different sizes of institutions for U.S. Title IV institutions was:

Fewer than 1,000 students	437 square feet
1,000-4,999 students	999 square feet.
5,000-9,999 students	1,585 square feet.
10,000-19,999 students	5,552 was square feet.
20,000 or more students	7,125 square feet.

III. To What Position Does the Registrar Report?

Title IV-eligible institutions

When asked to what position their Registrar reports, respondents chose the following titles in descending order of frequency:

Chief Academic Office (CAO in the chart below)	220 respondents (50%)
Chief Student Affairs Officer (CSAO)	65 (15%)
Chief Enrollment Officer	64 (14%)
President	17 (4%)
Chief Financial Officer	18 (4%)
Other	60 (14%)

(Among those who selected "Other," 13 respondents wrote in "Dean/Vice President of Student Services," 12 wrote in "Dean/Vice President/Associate VP of Academic Affairs," and 8 wrote in "Associate or Vice Provost.")

a. Position to which Registrar Reports, by Sector, U.S. Title IV-eligible institutions

	CAO	CSAO	CEnO	President	CFO	Other
Private, for-profit, 2-year	1	1	n/a	1	n/a	1
Private, for-profit, 4-year+	5	1	n/a	6	1	3
Private, not-for-profit, 2-year	2	n/a	1	n/a	n/a	4
Private, not-for-profit, 4-year+	157 (70%)	11 (5%)	23 (10%)	7 (3%)	12 (5%)	21 (9%)
Public 2-year	11 (13%)	38 (44%)	13 (15%)	3 (4%)	3 (4%)	18 (21%)
Public 4-year	44 (45%)	14 (14%)	27 (27%)	n/a	2 (2%)	13 (13%)

b. Position to which Registrar Reports, by Institution Size, U.S. Title IV-eligible institutions

	CAO	CSAO	CEnO	President	CFO	Other
Under 1,000	67 (68%)	4 (4%)	5 (5%)	7 (7%)	5 (5%)	10 (10%)
1,000-4,999	112 (51%)	37 (17%)	24 (11%)	8 (4%)	8 (4%)	29 (13%)
5,000-9,999	22 (37%)	17 (29%)	10 (17%)	n/a	3 (5%)	7 (12%)
10,000-19,999	12 (27%)	5 (11%)	17 (39%)	2 (5%)	2 (5%)	6 (14%)
20,000+	7 (28%)	2 (8%)	8 (32%)	n/a	n/a	8 (32%)

All Institutions Combined

Among all institutions, that is, not just the U.S. Title IV-eligible institutions, the corresponding numbers were: Chief Academic Office 237, Chief Student Affairs Officer 72, Chief Financial Officer 19, Chief Enrollment Officer 18, and Other 71.

IV. Level of the Registrar in the Institution’s Reporting Structure

U.S. Title IV-eligible institutions:

When asked how many reporting levels below the President the Registrar is situated, among Title IV-eligible institutions 265 respondents (58%) marked 2 positions below, 107 respondents (24%) marked 3 positions below, and 63 respondents (14%) marked 1 position below. Eighteen respondents (4%) marked “Other”; among those, 9 wrote “4 levels below,” 2 wrote “5 levels below,” and 2 wrote “6 levels below.”

a. Level of the Registrar in the Institution’s Reporting Structure:

Number of Reporting Levels From the President, by Sector, Title IV-eligible Institutions

	1 Level	2 Levels	3 Levels	Other
Private, for-profit, 2-year (n=4)	2 (50%)	2 (50%)	n/a	n/a
Private, for-profit, 4-year+ (n=16)	8 (50%)	6 (38%)	2 (13%)	n/a
Private, not-for-profit, 2-year (n=7)	2 (29%)	5 (71%)	n/a	n/a
Private, not-for-profit, 4-year+ (n=234)	28 (12%)	155 (66%)	45 (19%)	6 (3%)
Public 2-year (n=87)	11 (13%)	47 (54%)	24 (28%)	5 (6%)
Public 4-year (n=102)	11 (11%)	49 (48%)	35 (34%)	7 (7%)

b. Level of the Registrar in the Institution’s Reporting Structure:

Number of Reporting Levels From the President, by Institution Size, Title IV-eligible Institutions

	1 Level	2 Levels	3 Levels	Other
Under 1,000 (n=96)	17 (18%)	60 (63%)	17 (18%)	2 (2%)
1,000-4,999 (n=226)	35 (16%)	146 (65%)	41 (18%)	4 (2%)
5,000-9,999 (n=58)	5 (9%)	31 (53%)	18 (31%)	4 (7%)
10,000-19,999 (n=43)	5 (12%)	19 (44%)	18 (42%)	1 (2%)
20,000+ (n=27)	n/a	8 (30%)	12 (44%)	7 (26%)

All institutions combined

Among all institutions (i.e., not just Title-IV eligible institutions), 289 respondents (59%) marked “2 positions below,” 115 respondents (23%) marked “3 positions below,” 68 respondents (14%) marked “1 position below,” and 19 respondents (4%) marked “other.”

Last week in Transcript, we reported on other results from this survey: the functions performed by the Registrar’s office, office location, whether the Registrar’s office functions within a one-stop shop, and office salaries. The figures we used in that report were for Title IV-eligible respondents only. We will post the results for the other institutions as well—that is, those institutions outside the United States and those U.S. institutions that are not Title IV-eligible—on the AACRAO Professional Development web site, where you can find other survey results (http://www.aacrao.org/pro_development/surveys/index.cfm).