Cockins, Edith D^1st Memorial Award

Established thru Class of 1916 for staff member of Registrar's Office, or a student.
Margaret Bazler is first recipient. Illus., 59:24, July, 1968
Dorothy R. Buckley is recipient. Illus., 62:45, June, 1971
Irene G. Coffey is recipient. 62:45, June, 1971
Alice M. Robinson is recipient (From Citizen Journal May 5, 1972) (See next card)

Cockins, Edith D^1st MEMORIAL AWARD (card 2)

Winner of 1975 award is
Elizabeth L. Regula... Illus., 67:18, Jan., 1976
Teilhet receives award for service to registrar

Most students sign up for classes without too much trouble. However, each quarter some get into trouble while registering. Their problems end up in the hands of Deborah Teilhet, assistant registrar-public services.

Her full-time staff of nine and an army of temporary and student workers take care of students during the “walk-in registration” period.

However, sometimes they are stymied, and “bring (students with difficult problems) into my office to figure out what the problem is,” Teilhet says. “Sometimes that means doing research, and may take more time than actually resolving the problems.”

Teilhet, a graduate of Ohio State, joined the staff in 1977 as a clerk in the fees and deposits section of the Bursar’s Office. She became a clerical specialist in the registrar’s office in 1980. In 1981, she was promoted to registration counselor and staff assistant. In 1983 she was made manager of public services. She was named to her current post in June.

The Edith D. Cockins Memorial Award was established in 1968 with a contribution from the Class of 1916. It is now underwritten by Josephine Failer, an Ohio State alumna.

Failer attended a ceremony last month in which Teilhet received a framed citation, an engraved plaque and a $200 honorarium from President Jennings.

Cockins graduated from Ohio State in 1894 and became director of records in 1895. Before the position of records director was established, the University’s presidents maintained student academic records. Cockins was named Ohio State’s first registrar in 1896. She held that position until her retirement in 1944.

Employees may be nominated by anyone, but winners are chosen by the registrar’s office supervisors and administrative staff.

Edith D. Cockins Memorial Award

In recognition of her service, Teilhet has received the 1985 Edith D. Cockins Memorial Award. The award is presented to the University employee who exemplifies the high standards of Cockins, who was Ohio State’s first full-time registrar.

Debbie Teilhet

Photo by Lloyd Lemmermann
Heise gets high mark for passing out grades

By Toni Tesser

Four days of every year the registrar's office is filled with about 10,000 forms that have 200,000 grades recorded on them.

Under the supervision of Barbara Heise, data processing supervisor 1 in the

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Edith Cockins Award

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Records Area of the office, the forms are bundled into stacks of about 300 and sent to University Systems where they are scanned and sorted so they can be printed and sent to students.

According to Heise, however, while "grades days," are the most hectic, the other days of the year are not lacking in jobs to be completed either.

Heise and her staff are constantly updating grades, changing grades, and helping to locate grades that were not turned in.

The office also is involved in the process of transferring paper records of grades and student information onto computer discs.

"Prior to January of 1973, only paper records were kept," explains Heise. In recognition of her service, Heise has received the 1985 Edith D. Cockins Memorial Award. The award is presented to the University employee who exemplifies the high standards of Cockins, who was Ohio State's first full-time registrar.

Heise joined the University Registrar's staff in 1977 as a clerk 2 and held that position until 1979 when she became a clerical specialist.

Between 1980 and 1983, Heise held the positions of clerical supervisor, clerk 2, and data processor 3. In May of 1983 she was promoted to her current post.

The Edith D. Cockins Memorial Award was established in 1968 with a contribution from the Class of 1916. It is now underwritten by Josephine Failer, an Ohio State alumnae.

Madison Scott, vice president for personnel services, presented the award to Heise at a ceremony last week. She received an engraved plaque, a framed citation and a $200 honorarium.

"I'm very proud to have won the award, I think it's a great honor," says Heise, who supervises 12 civil service employees and a number of students and temporary workers.
Soule as space arranger gets 2nd Cockins Award

By Toni Robino

Determining the appropriate classroom to suit the type of course, like a lab, and the number of students enrolled are factors in the Office of Scheduling that can account for when it assigns space each quarter.

People, however, need to feed the information and any changes into the computer system so that the machine can do its job.

Betty J. Soule, clerical supervisor in the scheduling office, is one of those people. For the last 26 years, Soule has scheduled students in classes and classes in rooms.

Last week Ohio State presented her the 1987 Edith Cockins Award for "outstanding dedication and loyalty displayed during the past year while performing her duties as clerical supervisor."

This is the second time that Soule has won the award, and the first time that the award has been presented to the same person twice. "Since I won it once before I didn't think that it would be given to me again. It was a very nice surprise," says Soule.

President Jennings gave Soule a framed citation, an engraved plaque and a check for $200 in recognition of her outstanding performance in service to the University community.

The award is presented annually to the University employee in the Office of the University Registrar who exemplifies the high standards of Cockins, the University's first full-time registrar.

Soule is directly responsible for the implementation and maintenance of the autumn and spring quarter Master Schedule of Classes files, a year-round job. During the past year, she was involved in the implementation of Schedule25, a computerized room scheduling system.

"Now that the computer schedules the rooms for classes, one of the most challenging parts of my job occurs during the first two weeks of each quarter when room changes are requested," she says.

Each academic unit has a contact person. Professors are to inform the contact person of any requests that they have, and in turn the contact person notifies the scheduling office.

The first week of each quarter the office accepts critical requests for room changes.

One time a math professor requested a room change because of a "ceiling problem." The assigned room had a built-in raised podium across the front and the professor was too tall to stand on the podium without hitting his head on the ceiling. "That is an example of a critical request," says Soule.

During the quarter's first week the office handles too many students in a classroom, two classes inadvertently scheduled for the same room, and lack of proper equipment.

"This quarter we've had several calls concerning professors who can only reach the bottom half of the chalkboards in their classrooms," says Soule.

During the second week of the quarter the office begins to take preference requests. "People call and ask to change rooms because it is too far from their office, or the room is bad acoustically, or there is too much noise outside," says Soule.

In the first two weeks of each quarter, the office receives about 500 requests for room changes.

"We try to honor requests as best as we can, but we only have so many rooms and so much space to deal with," she says. Though the number varies because of campus renovations and building projects, there are about 360 available classrooms on the University's Columbus campus.

After receiving a request, Soule tries to assign the class a different, more appropriate room.

Betty Soule

Photo by Lloyd Lemmermann

Of the total number of requests each quarter for classroom changes, about two-thirds can be satisfied, she says.

When Soule isn't at work meeting the daily challenges, she enjoys gardening and spending time with her family.
John Hampton wins Cockins Award

By David Tull

John Hampton usually sees Ohio State students when they’re feeling happy: at graduation.

Hampton, the 1988 Edith Cockins Award winner, is on a team that prepares commencement lists and diplomas. The bulk of the diplomas are handed directly to the graduates at commencement — as many as 5,500-6,000 in spring quarter. But students who cannot attend the ceremonies or those for whom there has been a mix-up come to the Office of the University Registrar.

It is then that Hampton meets them. “I get to see students at their best, not when they haven’t been paid or haven’t gotten their classes or their aid money in time,” he says.

The clerical specialist in the registrar’s office has been recognized with the Edith Cockins Award for his “outstanding dedication and loyalty during the past year.”

President Jennings presented the annual award in a ceremony April 27 in Lincoln Tower. Hampton was one of nine nominees.

The Cockins award commemorates the University’s first full-time registrar. It is presented each year to the employee in the Office of the University Registrar who best exemplifies the high standards of Cockins.

Hampton has worked in the office more than four years. Throughout each quarter, he and others in the office compile and check lists of potential graduates. The team works with colleges, with special events staff and with the printing facility staff who print commencement lists and diplomas.

“The most important part of the job is accuracy,” Hampton says. “If there is a mistake and a student gets the wrong degree or fails to get a degree that they’ve earned, it can cause them real problems.

“We try to make sure there are no problems. It’s good if people don’t notice our work. That means everything is going right.”

Usually, after a ceremony there are 50-100 diplomas for graduates to pick up on the third floor of Lincoln Tower. Hampton often works there commencement day.

“If there’s been a mix-up, we usually can work it out right away. If diplomas have been switched, though, we may have to wait for the other student to come in (with the misplaced diploma).”

Hampton recalls once when correcting the error took a little time. “A student had been handed the wrong diploma and didn’t look at it until after he boarded a plane for Florida. Three months later he came back and exchanged it.”

Hampton has worked 15 commencements thus far. One day it will be his turn to receive a diploma. Each quarter he takes a few courses towards a degree in mathematics and he plans to be among the graduates in summer 1990.
Clerical Specialist receives award

By Tamera L. Kaufman
Lantern staff writer

Creativity, responsibility, compassion and interest in students earned John Hampton the 1988 Edith D. Cocksins Award.

Hampton, a clerical specialist in the Office of the University Registrar, was nominated by co-workers to receive the award which consists of $200, a plaque and a citation for his outstanding dedication and loyalty during the past year, said Mindy Eckman, administrative assistant in the registrar's office.

The Edith D. Cocksins Award was established in 1968 as one of 25 separate awards organized to honor past and present OSU faculty and staff, Eckman said. Cocksins was the university registrar from 1895 until 1944.

Prior to Cocksins appointment, student's academic records and class schedules were maintained by the president of the university, according to an award document.

Hampton was one of nine people nominated for the award.

"He has different ways of doing his job," said Carmen Fleck, records management officer.

He said Hampton is very good with computers and is capable of manipulating them to approach normally tedious jobs with a creative flair.

"He is very responsible and gets along very well with people, especially students. Students are very important to John," Fleck said.

In order to be considered for the award, employees have to have worked in the registrar's office for at least one year.

To win, the nominee has to have a dedication to excellence, willingness to accept and improve new ideas, effectiveness in dealing with others, the ability to maintain balance and decorum in the performance of their tasks, contribute positively to the reputation of the registrar's office, have creative input, and have the capability of commanding respect.

According to Fleck, "John contributes a lot to the registrar's office — people must agree, because he got the award."

Hampton is pursuing his bachelor's degree in math.
Helen M. Rohde

Helen M. Rohde, long-time staff member in the Office of University Registrar, is the winner of the 1989 Edith D. Cockins Award.

Rohde is records management officer 1 in the Scheduling Office. She has been employed in the Scheduling Office for the past 16 years.

She leads the team responsible for preparing the Master Schedule of Classes Bulletin for winter and summer quarters. The award cites her for her "initiative and creativity, as well as her knowledge and enthusiasm (in producing) high quality results."

The award was presented April 12. Named for an Ohio State graduate of 1894 who served for many years as University Registrar, the Edith Cockins award each year recognizes an outstanding member of the registrar's staff. The award was established in 1968 with funds from the Class of 1916.
Karen Sue Lau

For dedication and loyalty, Karen Sue Lau has received the 1990 Edith Cockins Award from the Office of the University Registrar.

Lau is a registration counselor and staff assistant in the student database maintenance area. Her duties include supervising staff in fine-tuning grades and records maintenance tasks.

"In the rapidly changing environment of the record maintenance department, Sue is able to grow with the changes," reported one nominator.

"Sue is extremely knowledgeable, and her desire to be the best she can has earned her the respect and admiration of co-workers, students and the University community," said Charles Corbato, associate provost, at a presentation April 27. President Jennings attended the ceremony to present a plaque and $100 to Lau.

Edith Cockins, an alumna and the first registrar for Ohio State, retired in 1944. The award was established by the Class of 1916 in her memory.
Dedication

Cecilia Reid has been awarded the 1991 Edith Cockins Award for her outstanding dedication and loyalty to the Office of the University Registrar for the last year.

The award commemorates the University's first full-time registrar, Edith D. Cockins. It is presented each year to the employee who best exemplifies Cockins' high standards.

Reid has worked for the registrar's office for almost nine years. She supervises the transcripts and verification team. The team processes approximately 100,000 requests for transcripts and about 50,000 verifications of enrollment each year.