OFFICE OF THE REGISTRAR

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University Registrar: Adrian R. Cornelius, Ed.D.

The Office of the Registrar is committed to providing the highest level of customer satisfaction in all aspects of its operation, which includes:

• Coordinating course, final exams, and classroom scheduling
• Overseeing transfer credit, residency reclassifications, and student registration
• Managing grades and degree audits
• Maintaining students’ permanent academic records
• Data custody, management, analytics, and reporting
• Producing and managing university ID cards
• Administering academic regulations and records policy (including federal FERPA law) compliances
• Enabling and executing functional oversight of adequate student records systems
• Preparing functional documentation and conducting records management training
• Managing veterans and athlete certifications
• Producing official transcripts, enrollment certifications, diplomas, and graduation verifications
• Servicing inquiries from a wide range of university and external stakeholders and customers

Detailed information on the Office of the Registrar’s services is published throughout this catalog.