OFFICE OF THE REGISTRAR

First Floor, Clarence M. Mitchell Jr. Building
301-314-8240
www.registrar.umd.edu (http://www.registrar.umd.edu)

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.