

# OFFICE OF THE UNIVERSITY REGISTRAR

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**Executive Director of Enrollment Management & University Registrar:**  
Adrian R. Cornelius, Ed.D.

The Office of the University 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 University Registrar's services is published throughout this catalog.