OFFICE OF THE UNIVERSITY REGISTRAR

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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.