



## PONTIFICAL COLLEGE JOSEPHINUM

OFFICE OF THE REGISTRAR

### MISSION

The Registrar's Office provides information and service regarding academic programs, degree requirements, registration and enrollment verification, transfer credit and maintenance of permanent academic records to students, faculty, staff and external constituencies in accordance with Josephinum policy and federal law (privacy of information).

The Registrar's Office is responsible for record keeping and scheduling. The office maintains and issues official transcripts, prepares course schedules, assigns classrooms, processes academic registration, produces class lists for faculty, collects grades, issues grade reports to students and makes exam arrangements.

Our office sends out the grade reports at the end of each semester and processes all requests for transcripts. We verify student enrollment status for insurance purposes, loan deferments, veterans' benefits and process the I-20 forms for international students. The office also clears seniors for graduation, checks completion of requirements and orders diplomas.

We are here to help you through the registration process and to keep track of your educational record from the time you enter through your graduation and beyond. Our office enforces all academic regulations as outlined in the Josephinum catalog. We supply you with a degree audit so that you can track your progress toward your degree and to help you plan your schedule.

### CORE FUNCTIONS

Our core functions are to serve as the College's central service and academic support unit to:

- collect and record student and instructional academic program information, including conducting and managing processes related to registration (class rosters, course schedules, grades, registration, scheduling, verifications),
- coordinate and produce official enrollment and academic certification from academic records (transcripts),
- provide support for determining academic eligibility and academic progress (degree audits, dismissals and probations, commencement certification),
- coordinate the use of campus space which can be shared by multiple units,
- process transfer credit for incoming undergraduate students,
- provide data to services that collect, process and provide information in support of state and federal government programs and professional organizations,
- provide support for many national and institutional testing opportunities,

- officially respond to requests for information about students and programs, and serve as the official manager for access to and release of student academic and educational information (to include all issues related to FERPA),
- facilitate international student attendance to the PCJ (SEVP)
- validate VA benefit eligibility,
- assist in planning and execution of graduation exercises,
- facilitate optimum utilization of the instructional opportunities available to students.