

Mission

The mission of the Office of the University Registrar is:

- to support the academic mission and purpose of the University;
- to provide information and academic services to the University community in an efficient, user-friendly manner while ensuring accuracy, integrity, and confidentiality of academic records;
- to provide exemplary service by continually improving our business processes for registration, scheduling, academic records, degree audit, and related functions;
- to effectively communicate procedures and responsibilities for the successful use of our services; and
- to adhere to policies and model the highest standards of the registrar profession.

Message from Debra M. Benton, University Registrar



We want very much to make things better for you when you use the services our office provides. We like new ideas. Please let us know how you think we could do better. E-mail us at registrar@ohio.edu.

Divisions and Services

Catalog, Undergraduate – 740-593-2469

The Office of the University Registrar is responsible for maintaining and publishing the undergraduate catalog.

- View the undergraduate catalog online at www.catalogs.ohio.edu.

Degree Audit Reporting System (DARS) – dars@ohio.edu

The DARS division is responsible for encoding degree requirements used by the degree audit reporting system to produce graduation requirement reports for academic advising, graduation clearance, and other processes. The Online Academic Advisee Application is also supported by this unit.

Degree/Enrollment Verification – 740-593-4199

The Office of the University Registrar provides individual student degree/enrollment verification for various agencies, employers, and organizations. You may request enrollment/degree verifications online by selecting MyEnrollment & Degree Verification Letters at www.ohio.edu/registrar.

- Degree verification is also provided by National Student Clearinghouse available at www.degreeverify.org.
- Enrollment verification is also provided by the National Student Clearinghouse for financial aid lenders and loan guarantors, available at www.nslc.com, or call 1-703-742-4200.

Grades – 740-593-4199; grades@ohio.edu

The academic records division is responsible for processing and recording all student grades. Our staff calculates grade point averages, updates probation, processes grade changes and extension requests for Incomplete (I) grades, completes record audits, and coordinates the e-mailing of grades to students.

- Grades may be viewed online by selecting *MyGrades* at www.ohio.edu/registrar.

Graduation – 740-593-4196; graduation@ohio.edu

The academic records division is responsible for processing all graduation applications. Our staff works closely with the college offices to coordinate the conferral/denial of degrees. In addition, the graduation division orders and mails the diplomas and provides the names of graduates and candidates

for degrees used for printing the commencement program. The graduation division also handles requests for replacement diplomas.

- Apply for graduation online at www.ohio.edu/registrar.

Registration – 740-593-4324; registration@ohio.edu

The registration division is responsible for the quarterly registration and assessment of tuition and fees for students. This includes student orientation, priority registration, and regular registration. Students may register by using Web Registration available at www.ohio.edu/registrar.

- Schedules may be viewed online by selecting *MySchedule* at www.ohio.edu/registrar.

The registration division processes student address and phone number changes; changes of name, Social Security number, and birthdate; requests for cancellation of registration or withdrawal from the University; and pass-fail requests. The registration division also coordinates the e-mailing of schedules to students.

- Address and phone number changes may be updated online by selecting *Update MyAddress* at www.ohio.edu/registrar or e-mailed to address@ohio.edu.
- Faculty class lists are available online at www.ohio.edu/registrar.

Scheduling - 740-593-4188; scheduling@ohio.edu

The scheduling division is responsible for maintaining the curriculum for the University and producing the quarterly schedule of classes. The division also schedules many of the rooms on campus, both for University departments, and for student organizations.

- View the quarterly schedule of classes online at www.ohio.edu/registrar.

Divisions and Services (cont.)

Student Information System (SIS)

Authorization/Reporting and Testing/Training

The office provides authorization for access to the Student Information System and employee training. Our staff is also responsible for reporting on data stored in SIS, as well as testing new software releases, new SIS batch programs, and applications developed by the Office of Information Technology.

Transcripts – 740-593-4199; transcripts@ohio.edu

The academic records division is responsible for the distribution of official student transcripts. Students are required to provide their signature authorizing release of their transcript. There is nominal fee charged for official transcripts.

- Through TranscriptsPlus, current students and alumni have the option of requesting transcripts online 24/7. Information is available by selecting Order Transcripts at www.ohio.edu/registrar.
- Transcript requests may be submitted at Registrar Services, Chubb Hall. Information about requesting a transcript is available at www.ohio.edu/registrar.

Veterans Education Certification – 740-593-4186

The veterans education certification division is responsible for the certification of benefits for student veterans. This includes assisting student veterans with the processing of educational benefits forms for the Department of Veterans Affairs (DVA), advising student veterans about certain procedural requirements, and certifying enrollment of Ohio University student veterans to the DVA.

Registrar Online Services

Easy access to online services is available on the Registrar's homepage:

www.ohio.edu/registrar

- Academic Advisee Lists and DARS Reports
- Course Offerings
- Enrollment & Degree Verification
- Faculty Class Lists
- Graduation Application
- Online Grading
- Register for Classes
- Registration and Advising Information
- Student Addresses
- Student Class Schedules
- Student Grade Reports
- Transcripts
- Tuition Estimator

Office Directory

Services

Address Change.....	www.ohio.edu/registrar
Classroom Scheduling.....	593-4188
Degree and Enrollment Verification – Individual and Student Inquiries.....	593-4199
Degree Verification Service Agency.....	www.degreeverify.org
Enrollment Verification Service Agency.....	1-703-742-4200
Grade Questions.....	593-4199
Graduation Applications/Diplomas.....	593-4196
Re-enrollment Applications.....	593-4186
Registration Questions.....	593-4324
Scheduling, Class and Classroom.....	593-4188
Transcript Ordering Instructions (24-hour message).....	593-4206
Transcript Questions.....	593-4199
Veterans Certification.....	593-4186

Administrative/Supervisory Staff

University Registrar.....	593-4209
Assistant Registrar for Academic Records.....	593-4180
Assistant Registrar for Registration.....	593-4182
Interim Associate University Registrar.....	593-4209
Interim Catalog Manager.....	593-2469
Supervisor, Academic Records.....	593-4195
Supervisor, Registration.....	593-4182
Supervisor, Scheduling.....	597-2573



Office of the University Registrar

*"Serving the Ohio University
Academic Community"*

Guide to Services

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