

# Office of the University Registrar

## Quick-Reference Contact Information Sheet

2009-10

### ADMINISTRATION

University Registrar	Debra Benton	3-4260	bentond@ohio.edu
Associate Registrar for DARS	Bob DeLong	3-9898	delong@ohio.edu
Assistant Registrar for Academic Records	Brenda Cox	3-4192	coxb@ohio.edu
Assistant Registrar for Registration	Mike Wickham	3-4183	wickham@ohio.edu
Interim Catalog Manager	Ryan Straight	3-2469	straight@ohio.edu

### DARS, TECHNICAL, AND ADMINISTRATIVE STAFF

Academic Records and Athletic Eligibility Coordinator	Vacant	3-4195	
Assistant to the University Registrar	Yvonne Nice	3-4213	nice@ohio.edu
Degree Audit System Analyst	Laurie Zucker	3-4205	zucker@ohio.edu
Reporting and Encoding Manager	Bill Mullins	3-4193	mullins@ohio.edu
SIS (Student Information System) Testing Manager	Marge Mowery	7-1715	mowery@ohio.edu

### SUPERVISORS

Supervisor, Registration and Veterans Affairs	Brenda Dorst	3-4182	dorst@ohio.edu
Supervisor, Scheduling	Shirley Triplett	7-2573	kaslers@ohio.edu

### SUPPORT STAFF

Administrative Associate	Tina Ervin	3-9602	ervint@ohio.edu
Administrative Associate	Brenda Nelson	3-4180	nelsonb@ohio.edu

*Note: All phone numbers are from the Athens campus unless otherwise noted. If calling from off campus, please dial (740) 593 or 597 (depending on the beginning extension) and the last four digits of the number you wish to call.*

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<b>REGISTRAR SERVICES</b>			
Address and Phone Number Updates	Maggie Thomas	3-4186	www.ohio.edu/registrar/myaddress.cfm
Class Permission Slips	Registrar Services	3-4495	registration@ohio.edu
Classroom Scheduling	Scheduling	3-4188	scheduling@ohio.edu
Confidentiality Request/Release	Brenda Nelson	3-4180	nelsonb@ohio.edu
Degree Verification - Individual and Student Inquiries	Academic Records	3-4199	grades@ohio.edu
Degree Verification Service Agency	1-703-742-4200		www.degreeverify.org
Diploma Mailing/Replacement Diplomas	Graduation	3-4196	graduation@ohio.edu
Enrollment Verification - Individual and Student Inquiries	Registrar Services	3-4495	www.ohio.edu/registrar/myverification.cfm
Enrollment Verification Service Agency	1-703-742-4200		www.degreeverify.org
Fee Assessment	Registrar Services	3-4495	registration@ohio.edu
Grade Questions	Academic Records	3-4199	grades@ohio.edu
Graduation Application and General Information	Graduation	3-4196	graduation@ohio.edu
Incomplete Grade Extension Requests	Debbie Keirns	3-4198	keirnsd@ohio.edu
Name and Social Security Number Changes	Maggie Thomas	3-4186	thomasd1@ohio.edu
Pass/Fail Forms	Registrar Services	3-4495	registration@ohio.edu
Probation - Athens and Regional Campuses	Brenda Cox	3-4195	coxb@ohio.edu
Record Audit/Retrieval of Re-enrolling Students	Debbie Keirns	3-4198	keirnsd@ohio.edu
Re-enrollment Applications	Maggie Thomas	3-4186	thomasd1@ohio.edu
Registration Information	Registrar Services	3-4324	registration@ohio.edu
Repeat/Retake/Non-Credit/Exemption Forms	Debbie Keirns	3-4198	keirnsd@ohio.edu
Reporting and Encoding Manager	Bill Mullins	3-4193	mullins@ohio.edu
Schedule of Classes	Scheduling	3-4188	scheduling@ohio.edu
Schedules, Student Class	Registrar Services	3-4495	registration@ohio.edu
Scheduling, Class and Classroom	Scheduling	3-4188	scheduling@ohio.edu
Segmented Transcript Request Forms	Brenda Cox	3-4195	coxb@ohio.edu
Selective Service	Maggie Thomas	3-4186	thomasd1@ohio.edu
Special Grade Reports - Athens/Regional Campuses	Judy Locke	3-4199	lockej@ohio.edu
Student Information System (SIS) Training	Brenda Nelson	3-4180	nelsonb@ohio.edu
Thesis and Dissertation Reports	Debbie Keirns	3-4198	keirnsd@ohio.edu
Transcript Requests and Information	Academic Records	3-4199	transcripts@ohio.edu
Withdrawal/Cancellation	Registrar Services	3-4495	registration@ohio.edu
Veterans Certification	Maggie Thomas	3-4186	thomasd1@ohio.edu

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