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. Email 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.

Degree/Enrollment Verification – 740-593-4199
The Office of the University Registrar provides individual student degree/enrollment verification for various agencies, employers, and organizations. Students may request enrollment/degree verifications by phone (740-593-4235), fax (740-593-0216), or email (registration@ohio.edu). The National Student Clearinghouse offers enrollment verification letters online 24 hours a day, 7 days a week, for a nominal charge. To request verification from the National Student Clearinghouse, visit them at www.nscl.org.

Details are available on our website (www.ohio.edu/registrar) by selecting “MyEnrollment & Degree Verification Letters.”

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, and completes record audits.

Grades are available approximately one week after the semester closing date. Details for viewing grades are available on our website (www.ohio.edu/registrar) by selecting “MyGrades.”

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 through the My OHIO Student Center. Details for applying are available on our website (www.ohio.edu/registrar) by selecting “Apply for Graduation.”

Registrar Services – 740-593-4324; registration@ohio.edu
The registrar services division is responsible for the registration process for students. This includes student orientation, priority registration, and regular registration. Students register online through My OHIO Student Center. Details are available on our website (www.ohio.edu/registrar) by selecting “Register for Classes.”

The registrar services division processes student phone number changes; changes/corrections of name, Social Security number, and birthdate; requests for cancellation of registration or withdrawal from the University; and pass-fail requests. The online academic advisee system is also supported by this unit.

Address and phone number changes may be updated online through My OHIO Student Center. Details are available on our website (www.ohio.edu/registrar) by selecting “Update MyAddress.”

Scheduling - 740-593-4188; scheduling@ohio.edu
The scheduling division is responsible for maintaining the curriculum for the University and producing the schedule of classes. The division also schedules many of the rooms on campus, both for University departments, and for student organizations.

View the schedule of classes online at www.ohio.edu/registrar.
Divisions and Services (cont.)

Reporting – 740-593-4128
Our office provides reports on data stored in the student information system. Call or send an email request to registrar@ohio.edu.

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

- Degree Audit Reports (DARS)
- Course Offerings
- Enrollment & Degree Verification
- Faculty & Advising Center
  o Advisee Lists
  o Class Lists
  o Grading
- Graduation Application
- Register for Classes
- Registration and Advising Information
- Student Addresses
- Student Class Schedules
- Student Grade Reports
- Textbook System
- Transcripts

Office Directory

Services
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
Associate University Registrar ......................... 593-4209
Assistant Registrar for Academic Records ...... 593-4192
Assistant Registrar for Catalog & Scheduling Services ... 593-2469
Assistant Registrar for Registration ...................... 593-4183
Associate Registrar for DARS ......................... 593-9898
Associate Registrar for Technology .................... 593-2469
Supervisor, Academic Records ......................... 593-4195
Supervisor, Registrar Services and VA .............. 593-4182
Supervisor, Scheduling........................................... 597-2573

Office of the University Registrar

“Serving the Ohio University Academic Community”

Guide to Services

Chubb Hall
Ohio University
Athens, OHIO 45701

Telephone: 740-593-4191
Fax: 740-593-0216
Email: registrar@ohio.edu
www.ohio.edu/registrar