Office of the University Registrar

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The Office of the University Registrar provides services to current and former students as the custodian of student and course records; and supports programs on all campuses.

The Office of the University Registrar consists of 27 employees: 14 administrative and 13 classified staff, plus numerous student employees working in seven distinct units. The Office of the University Registrar reports to the Senior Vice Provost for Strategic Enrollment Management.

The Academic Records unit has responsibility for ensuring integrity and confidentiality of student academic records, overseeing graduation processing, certifying athletic eligibility, coordinating grade reporting processes and academic progress, verifying enrollment and degree conferral, processing transcripts, and coordinating imaging of records for the office.

The Administration unit oversees all operations of the office, manages the budget and human resources, coordinates effective communication, coordinates student employment for the office, provides guidance on large office projects, provides data and reports to the university community, and maintains personnel files.

The Catalog and Scheduling unit has responsibility for managing the curriculum, scheduling classes, implementing the scheduling policy, and leading the production and editing of the Undergraduate Catalog.

The Degree Audit unit has responsibility for maintaining the degree audit system to support the academic advising process, supporting the system for accessing degree audits, maintaining degree audit programs for Transferology, enforcing credit reductions, and requirement exception processing.

The Registration unit has responsibility for supporting systems used for registering for classes, assessing course fees, encoding requisites, managing access to the student system, and registrar services. The unit also is responsible for processing demographic changes and overseeing hold processing.

The Technology and Communication unit provides expertise in support of the extensive information technology applications used to provide services to our constituents. It also assists in the development of new online services, coordinates testing of systems, and is responsible for central phones, emails, and incoming forms to the office.

The Veterans Center supports and advocates for veterans and military-affiliated students in their transition to Ohio University and in their pursuit of intellectual and personal development. In addition, it serves as a liaison between student veterans and the U.S. Department of Veterans Affairs. This unit assists students with the processing of VA forms for educational benefits, advising student veterans concerning certain procedural requirements, and certifying enrollment of Ohio University student veterans to the Department of Veterans Affairs.