

## The Registrar's Office

Reporting to the College's Vice President for Enrollment Management, the Registrar's Office empowers students, faculty, and staff with quality processes and resources that facilitate the institution's mission of providing a comprehensive liberal arts experience. We are record keepers and, in a very real sense, historians with the responsibility of maintaining and safeguarding academic records. We prepare and distribute registration materials and class schedules, issue transcripts, evaluate for HOPE eligibility and transfer credit, verify enrollment, assist with many federal and state reports, and certify students for graduation.

Duties within the office are distributed as follows:

### **Tammy Gibson**, *Assistant Vice President for Enrollment Management Technology & Registrar*

Academic calendar & exam schedule  
Catalog updates  
Degree Audits  
FERPA Training  
Graduation certification  
HOPE Report  
IPEDS, National Student Clearinghouse reports, other outside reporting  
NCAA eligibility  
Transient forms – permission  
Report writing

### **Amberly Fell**, *Coordinator of Academic Records & Veteran Affairs*

Grade maintenance (incompletes, changes, etc)  
Schedule entry & room assignments/updates  
Transfer credit evaluations  
Major/Minor changes  
Registration/drop/add  
VA Students

### **Jeannie Coates**, *Academic Record Specialist*

Degree verify National Student Clearinghouse  
Enrollment verification forms and letters/National Student Clearinghouse  
Good student discount forms  
Purchase orders/check requests  
Transcripts – incoming  
Transient forms - processing  
Website & YHC Connect updates  
Withdrawals – course  
Registration/drop/add

### **Student Assistants**

Data Entry

- FERPA release forms
- Address changes
- Association/student organization coding
- Name Changes

Registrar email  
Transcripts – outgoing