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