Office of the Registrar
A guide for university staff and faculty

- Catalog and class scheduling
- Graduation services
- Registration and records
- Transfer and military credit

Mike Earnest, Registrar

Registration and Records
Kim McFadden, Records Manager
Stephanie Strandberg, Records Coordinator
Ryan Cortez, Records Coordinator

- Registration
- Withdrawals, including total and late
- Directed and independent study registration
- Questions about waitlist
- Grades, including change of grade and incomplete
- Library science and AIS competency examination results
- Student name changes
- UAF transcript request
- Verification of enrollment
- FERPA questions: general information and release forms
- Academic standing
- Secondary student parent/guardian agreement

Transfer and Military
Joanna Wallace, Credential Evaluation Specialist
Zoey Hensley, Credential Evaluation Specialist
Miriam Braun, Credential Evaluation Specialist - SOM

- Transfer credit evaluations
  - Advanced Placement (AP)
  - International Baccalaureate (IB)
  - College Level Examination Program (CLEP)
  - Credit for Prior Learning (CPL)
  - DSST (DANTES)
  - WRTG 111 credit requests
  - State and national certificates
- General education requirements (GER) Waivers
- Awarding credit for military training

Customer Service
Mihee Hsu, Customer Service Clerk

- Front desk service
- Phone answering and general information

Student Data Systems
Donavan Kienenberger, Student Systems and Data Specialist
Jon Smith, Student Systems and Data Specialist

- Banner, OnBase, TOAD and QMenu Access
- Advisor access to UAOnline
- FERPA certifications
- Data requests

Graduation Services
Sandy Ocampos, Graduation Manager
April Jailet, Graduation Coordinator

- Change of major
- Declaration of minor
- DegreeWorks question and training
- Graduation application processing
- Petitions
- Replacement diplomas

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www.uaf.edu/reg
catalog.uaf.edu
www.facebook.com/uafregistrar

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