

Office of the Registrar

A guide for university staff and faculty

- Catalog and class scheduling
- Registration and records
- Graduation services
- 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

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

Document Imaging

Lisa Foster, Document Imaging Specialist

- Scanning and Indexing of documents for Admissions, Financial Aid, and Registrar

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

Catalog and Class Scheduling

Janeen Culbertson, Assistant Registrar
Sarah Barber, Academic Scheduling Coordinator
Renee Pike, Catalog and Curriculum Coordinator

- Catalog entries and course descriptions
- Catalog and curriculum changes
- Curriculum management
- Catalog revisions
- CourseLeaf
- Classroom assignments
- Class scheduling
- Directed/independent study scheduling

Graduation Services

Sandy Ocampos, Graduation Manager
April Jaillot, Graduation Coordinator
Adam Guerra, Graduation Coordinator

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

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catalog.uaf.edu
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