

**Indiana University East**  
**Office of the Registrar**  
**Office of Student Records**  
**(Division of Academic Affairs)**

**Mission**

The purpose of the Office of the Registrar is to support the instructional mission of Indiana University East as well as, to a lesser extent, the missions of research and civic engagement. This is accomplished by serving the needs of faculty, staff, students, alumni and the general public in accordance with academic policies and procedures set forth by the federal government, accrediting agencies, Indiana University Board of Trustees, University faculty, and the IU East faculty. We insure the integrity, confidentiality, and security of all education records as defined and protected under the Family Educational Rights and Privacy Act (FERPA).

The Office of the Registrar is dedicated to providing timely, accurate, and efficient enrollment and records maintenance services in support of all credit instruction at IU East. We continually strive to improve our services related to course scheduling, space assignment, student enrollment, grade processing, maintaining student demographic records, implementing an automated degree progress system, publishing the schedule of classes, official enrollment certification, transcript production, degree processing and statistical/ad hoc reporting.

**Vision**

The Office of the Registrar is committed to excellence in achieving the IU East mission of teaching and learning, research and creative activity, and civic engagement. To accomplish this, we work closely and with a collaborative spirit with all University departments based on principles of responsiveness, accountability, efficiency, and good stewardship. In this partnership, we make available continuously improving services through a dedicated and skilled staff assisting in the enhancement of both student information systems and services.

The Office of the Registrar is committed to challenging ourselves to ever-increasing levels of efficiency and effectiveness in our work, seeking improvements in systems and practices for ourselves and for those we serve. We maintain an environment in the office and on campus that encourages growth, stimulates creativity, supports academics and engagement, respects people and differences, and promotes communications and participation throughout all areas of the University.

**Perspective**

The Office of the Registrar services are the infrastructure of student enrollment and faculty academic performance record keeping at the institution. As such, we strive not to be in the spotlight but, instead, quietly and diligently doing our jobs to make sure all of the services we provide run smoothly and with little thought or concern from those we serve. We continually strive to think creatively, to be responsive, to act respectfully and to improve services. We receive our satisfaction from assuring integrity, accuracy, timeliness and a consistently excellent service philosophy.

**Services**

The Office of the Registrar provides services to faculty and students from the time a student is admitted, through "graduation and beyond." The Office maintains and publishes the campus schedule of course offerings, manages the registration and enrollment processes, and contributes to the publication of the online IU East Catalog. Staff assist with all changes that can occur during a student's career including, but not limited to, changes of residency, change of major, names, addresses, updates to enrollment status, and reinstatement of enrollment. The Office of the Registrar assigns registration appointments, coordinates enrollment activities, manages a degree progress system, and oversees faculty grade roster creation/dissemination to academic units, and grade collection so that students may access their grades in an online environment, and request transcripts that include final semester grades. The Office certifies enrollment status for loan deferment and insurance purposes, accepts, and processes all transcript requests from current and former students. When students approach graduation, the Registrar's Office works closely with each academic unit to certify degree requirements have been met, orders diplomas and supports commencement activities. Faculty rely on the Office of the Registrar to maintain an accurate academic calendar, record of courses offered, teaching assignments, classroom facilities utilization, class enrollments, student personal demographic information, grades awarded for academic performance and degrees conferred. Primary responsibilities of the Office of the Registrar include:

**Academic Affairs**

**Course Offerings, classrooms, curriculum**

- Course offering planning and analysis
- Availability of class offerings each term
- Waitlist management
- Classroom scheduling
- Priority registration dates
- Final exam scheduling

**Academic Calendar**

- Semester begin and end dates
- Drop/Add refund dates
- Class withdrawal deadlines
- Final exam dates
- Final grade dates

**Academic Support and Reporting**

- Degree Progress Reports
- Repeat Course Exceptions
- Grade Forgiveness processing
- Special Credit
- Student Exception Degree Support Services
- Academic Unit operational reporting
- Enrollment information and analysis
- Academic unit operations support

**Student Services**

**Student Personal Record Maintenance**

- Name, address, phone, etc. updates for students may be completed online using self-service applications.
- Class, school, major information
- Student immunization data
- Citizenship verification
- Residence classification procedures
- Online 3rd Party Access
- Family Educational Rights & Privacy Act
- Restriction of public student information

**Registration and Scheduling**

The Office of the Registrar works closely with the schools to schedule, maintain and post class offerings each term. These courses are updated daily basis and the current list is available at the Registrar website for use in student registration. Registration, drop/add activities include:

- term activation
- registration appointments
- enrollment overrides (time conflict, maximum/minimum hour limits)
- immunization compliance
- audit registration
- pass/fail options
- temporary intercampus transfers
- waitlist processing

### **Academic Record Maintenance**

- Faculty record of student performance
- Faculty policy decisions
- Compliance with institutional, campus, school policy

### **Grade Processing**

- Grade policy implementation
- Grade roster creation and dissemination
- Grade submission
- Grade change petitions and approvals
- Grade forgiveness

### **Academic Progress and Degrees (Diplomas)**

- Academic advising report operational expertise
- Academic advising report coding assistance
- Assist schools with tracking student degree progress and degree conferral
- Diploma ordering
- Commencement activities

### **Residency for Fee-Paying Purpose**

- Adjudicate initial residency appeals in accordance with rules established by the IU Board of Trustees

### **Access to Academic Record Data**

- Data security manager for SIS/student records
- Data security manager for IUIE data warehouse
- Ensures campus compliance with federal and state laws (FERPA, Solomon)

### **Academic Programs and Majors**

- Inventory of approved academic programs
- Degree system coding

### **Academic Affairs Support**

- Analysis and information retrieval services
- New application system enhancements
- Leverage available technology

- enrollment verification audits
- eDrop/eAdd information or processing in-person drop/add forms
- military withdrawals

### **Enrollment Certification & Transcripts**

- Student official enrollment certification for loan deferment, car and medical insurance, good student insurance discounts, medical claims, child care reimbursement, etc.
- Current and former student transcript requests

### **Athletic Certification**

Registrar serves as the certifying official, responsible for ensuring IU East is in compliance with all NAIA student-athlete eligibility rules.

- Determines eligibility status of each athlete in fifteen sports

- 1) Men's Basketball
- 2) Women's Basketball
- 3) Men's Cross Country
- 4) Women's Cross Country
- 5) Men's Golf
- 6) Women's Golf
- 7) Men's Tennis
- 8) Women's Tennis
- 9) Men's Indoor Track & Field
- 10) Women's Indoor Track & Field
- 11) Men's Outdoor Track & Field
- 12) Women's Outdoor Track & Field
- 13) Women's Volleyball
- 14) Men's Soccer
- 15) Women's Soccer

- Completes eligibility forms for campus submission to NAIA