

Registrar's Office Major Job List

RESPONSIBILITY	STAFF MEMBER	Telephone Numbers
Academic Calendar	Annette Conrad	508-999-8614
Academic Catalogue	Anna Auerbach	508-910-6552
Academic Probation/Dismissal	Kristina Leonardo	508-999-8623
Address Change	Zora Valentine	508-999-8627
Advanced Placement	Kristina Leonardo	508-999-8623
Audit Request	Jean Lennon	508-999-8753
Class Rank	Zora Valentine	508-999-8627
Class Scheduling	Ann Welch	508-999-8617
Clearing House Degree Verify	Annette Conrad	508-999-8614
Clearing House Student Attendance Verify	Zora Valentine	508-999-8627
Clep Credits	Kristina Leonardo	508-999-8623
Continuation of Thesis	Kristina Leonardo	508-999-8623
Course Overload Maintenance	Zora Valentine	508-999-8627
Degree Audit/Degree Progress Report	Sharon Humphrey	508-999-8754
Directed Study	Kristina Leonardo	508-999-8623
Eng Co-op Registration	Lena Brown	508-999-8628
Experiential Learning	Kristina Leonardo	508-999-8623
FERPA	Carnell Jones	508-999-8618
Final Exam Schedule	Ann Welch	508-999-8617
General Education Requirements	Sharon Humphrey	508-999-8754
Grade Change	Jean Lennon	508-999-8753
Grade Roster Generation	Chris Kaylor	508-999-8620
Graduation Date Maintenance	Annette Conrad	508-999-8614
Graduation Preparation	Annette Conrad	508-999-8614
Independent Study	Kristina Leonardo	508-999-8623
Major Change	Jean Lennon	508-999-8753
Name Changes	Lena Brown	508-999-8628
Pass Fail Request	Jean Lennon	508-999-8753
PeopleSoft Data Custodian	Chris Kaylor	508-999-8620
Policy/Procedures	Carnell Jones	508-999-8618
Prior Approval Request	Zora Valentine	508-999-8627
Readmission	Kristina Leonardo	508-999-8623
Residency	Kristina Leonardo	508-999-8623
Retention	Carnell Jones	508-999-8618
Scheduling Courses	Ann Welch	508-999-8617
Statistical Reporting	Carnell Jones/Renee Trial	508-999-8625
Study Abroad/Study Away	Lena Brown	508-999-8628
Subpoenaed Records	Lena Brown	508-999-8628
Transcript Maintenance	Kristina Leonardo	508-999-8623
Transcript Requests A - L	Jean Lennon	508-999-8753
Transcript Requests M - Z	Zora Valentine	508-999-8627
Transfer Credits	Lena Brown	508-999-8628
Veteran's Affairs	Kristina Leonardo	508-999-8623
WEB design	Sharon Humphrey	508-999-8754
Withdrawal Course/University	Jean Lennon	508-999-8753