

## MISSION AND PURPOSE STATEMENT

The Office of the University Registrar serves as the official “Office of Records” at the University of Massachusetts Dartmouth. By working synergistically with other University offices, the Office ensures that all student records are maintained in compliance with the **Family Educational Rights and Privacy Act (FERPA)** of 1974. Most importantly, the office places service to students, faculty, and alumni first among its priorities, recognizing these persons as the office's primary constituency.

The Office is responsible for the oversight of the *COIN* registration process for new, continuing, and returning students; the management of the Drop/Add and withdrawal processes; determination of probation/suspension status of students; supervision of grade processing (rosters and grade reports); the processing of data (verification of receipt of transcripts and degrees earned, posting previous credit earned) for new, transfer, and returning students; and the processing of official and unofficial transcript requests for students.

In addition, the Registrar's Office is charged with posting Incomplete grade and letter grade changes; data input (GPA update, transcripts sent to deans, Letters of Good Standing) on returning students; entering transfer credit for transfer students; and processing official withdrawals, address changes, curriculum changes, and name and social security name changes.

This office also has the responsibility of checking out graduate and undergraduate students for graduation, compiling the graduation list for graduating students each commencement, ordering diplomas, and determining academic honors. The management of classroom designation usage, and the management of the Degree Audit system are also responsibilities of the Office of the University Registrar.

Lastly, as a principal administrative officer, the University Registrar assists the chief officers of the institution by providing reports, analyses, and recommendations required for policy formulation. The University Registrar also serves as a policy maker and acts to facilitate and implement institutional policy, as well as providing interpretation and enforcement of policy.