

Who to Contact

University Registrar's Office

TOPIC	EMAIL @andrew.cmu.edu	PERSON	PHONE
Academic Advisor Assignments	registration	Kathy Sloan	x8-1949
Academic Degree Audit	jbrandon	Jamie Brandon	x8-2899
Academic/University Policies	jp7p	John Papinchak	x8-7404
Academic Programs & Code Updates	university-registrars-office	Jon Samuels	x8-1922
Academic Offering Maintenance	jsamuel1	Jon Samuels	x8-1922
Additional Major/Minor	js81	Joy Cavaliero	x8-1907
All But Dissertation (ABD) Forms	university-registrars-office	Jonelle Krise	x8-1902
All But Dissertation (ABD) Policy	university-registrars-office	Kensee Lusebrink	x8-8250
AP/IB/Cambridge scores	university-registrars-office	Jon Samuels	x8-1922
Calendar: Academic	jp7p	John Papinchak	x8-7404
Calendar: DARN	js81	Joy Cavaliero	x8-1907
Catalog (Undergraduate)	jsamuel1	Jon Samuels	x8-1922
Change of Grades/Missing Grades Forms	university-registrars-office	Barbara Wagner	x8-5633
Change of Student Name/ID Number	university-registrars-office	Mary Weakland	x8-7540
Classroom Issues	courses	Nancy Camino	x8-4086
Course Add, Switch Section, or Change Units <i>Current Semester</i>	university-registrars-office	Barbara Wagner	x8-5633
Course and Classroom Scheduling	courses	Nancy Camino	x8-4086
Course Audit Approval	university-registrars-office	Barbara Wagner	x8-5633
Course Descriptions	courses	Nancy Camino	x8-4086
Course Descriptions (Historical)	archives	University Archives	x8-5021
Course Withdrawal Forms	university-registrars-office	Barbara Wagner	x8-5633
Cross-Registration Policies (PCHE)	uro-pche	Joy Cavaliero	x8-1907
Cross-Registration Processing (PCHE)	university-registrars-office	Debra James Bailey	x8-8687
Data Requests (non-SDW) / Surveys	jp7p	John Papinchak	x8-7404
Degree Certification	commence (departments), uro-diplomas (students)	Jon Samuels	x8-1922
Diplomas (processing, ordering, reordering)	commence (departments), uro-diplomas (students)	Jon Samuels	x8-1922
Directory Information Restrictions & Updates	university-registrars-office	Mary Weakland	x8-4227
Doctoral Student Tuition Adjustment (Forms)	university-registrars-office	Jonelle Krise	x8-1902
Doctoral Student Tuition Adjustment (Policies)	university-registrars-office	Kensee Lusebrink	x8-8250
Duplicate Record Merge	university-registrars-office	John Papinchak	x8-7404
Entity Changes (Academic)	university-registrars-office	John Papinchak	x8-7404
Faculty Course & Grade Information	egrades	Kathy Sloan	x8-1941/1949
Faculty Course Evaluations	js81	Joy Cavaliero	x8-1907
FERPA/Student Privacy	jp7p	John Papinchak	x8-7404
Final Exams Scheduling	js81	Joy Cavaliero	x8-1907
Grade Proxy Information	egrades	Kathy Sloan	x8-1949
Grade Roster Retrieval	egrades	Kathy Sloan	x8-1949
Grade Submission Consultation	egrades	Kathy Sloan	x8-1949

Not sure? Call x8-1903 or email university-registrars-office@andrew.cmu.edu .

Students should contact The HUB at thehub@andrew.cmu.edu.

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University Registrar's Office

Graduation	commence (departments), uro-diplomas (students)	Jon Samuels	x8-1922
Instructors (Adding New)	courses	Nancy Camino	x8-4086
Internat'l Exchange Student Information Forms	university-registrars-office	Jonelle Krise	x8-1902
Late Drop or Drop Below Full-Time Petition <i>Current Semester</i>	university-registrars-office	Barbara Wagner	x8-5633
Leave of Absence Forms	university-registrars-office	Jonelle Krise	x8-1902
New Academic Program Process (NAPP)	jp7p	John Papinchak	x8-7404
Non-Degree/Visiting Students	amymly	Amy Yearwood	x8-9796
OCSI & Student Affairs Information	js81	Joy Cavaliero	x8-1907
Pass/No-Pass Approval	university-registrars-office	Barbara Wagner	x8-5633
Pre-College (Record Updates)	university-registrars-office	Kensee Lusebrink	x8-8250
Pre-Requisites/Co-Requisites/Anti-Requisites	registration	Kathy Sloan	x8-1949
Record Creation (Individual Student)	university-registrars-office	Jonelle Krise	x8-1902
Registration Consultation & Inquiries	registration	Kathy Sloan	x8-1949
Reports Distribution	university-registrars-office	Barbara Wagner	x8-5633
Reservations	registration	Kathy Sloan	x8-1949
Retroactive Add/Drop Petition <i>Prior Semester</i>	university-registrars-office	Barbara Wagner	x8-5633
Return from Leave of Absence	university-registrars-office	Jonelle Krise	x8-1902
Returning Student Update Form	university-registrars-office	Jonelle Krise	x8-1902
S3 Access (New Users Permission & Qualifiers)	jp7p	John Papinchak	x8-7404
SDW New User Access	jp7p	John Papinchak	x8-7404
SDW Training/Feedback	jsamuel1	Jon Samuels	x8-1922
Semester Record Creation	registration	Kathy Sloan	x8-1949
Student Academic Code Change Forms	university-registrars-office	Jonelle Krise	x8-1902
Student Data Warehouse (SDW)	uro-sdw	Jon Samuels	x8-1922
Student ID Number Requests	university-registrars-office	Mary Weakland	x8-4227
Student Information/Contact Updates	uro-verifications	Mary Weakland	x8-4227
Student Roster	jsamuel1	Jon Samuels	x8-1922
Summer Studies	amymly	Amy Yearwood	x8-9796
Surveys & CMU Statistics	university-registrars-office	John Papinchak & Jon Samuels	x8-7404/1922
Suspensions, Drops & Academic Actions	university-registrars-office	Joy Cavaliero	x8-1907
Transcripts	uro-transcripts	Barbara Wagner & Mary Weakland	x8-4138/8747
Transfer Credit: Adding Institution	university-registrars-office	Joy Cavaliero	x8-1907
Transfer Credit: Incoming Transcripts	university-registrars-office	Barbara Wagner	x8-5633
Tuition/Fee Appeals & Adjustments	uro-appeals	John Papinchak	x8-7404
Verifications (Degree & Enrollment)	uro-verifications	Mary Weakland	x8-4227
Veterans Education Benefits Certification	uro-vaedbenefits	Mike Danko	x8-8747
Withdrawal Forms	university-registrars-office	Jonelle Krise	x8-1902
25Live Room Reservations	esrooms	Debra James Bailey	x8-8687

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