

Staff Contacts

This contact list includes all service areas and forms managed by the University Registrar's Office along with our staff members who specialize in those areas and can best assist you. For general questions, form status inquiries, or if unsure whom to contact, please email cmuregistrar@andrew.cmu.edu.

Topics & Services

Topics and services covered by our office have been separated into the following categories: Student Records, S3 & Student Data, Registration & Grades, Classrooms & Course Reservations, and Services & Resources. The following lists the email addresses and staff members who may best assist you with questions and inquiries. **Information related to specific forms and the form submission process is located on page two of this document.**

Course Scheduling & Classrooms <i>(only applicable to registrar-owned classrooms)</i>	Email @andrew.cmu.edu	Staff Member(s)
25Live Room Requests for non-course events <i>(office hours, seminars, meetings, etc.)</i>	esrooms	Grace Edwards
Classroom Maintenance Issues <i>(seats, fixes, temperature)</i>	fix-it & courses	Nancy Camino Kensee Lusebrink
Classroom AV Issues <i>(projectors, screens, lights, controls)</i>	mediatech	Computing Services
Academic Course Scheduling <i>(for courses, faculty, staff)</i>	courses	Nancy Camino Kensee Lusebrink
Instructors <i>(adding new)</i>	courses	Nancy Camino Kensee Lusebrink
Schedule of Classes (SOC) questions	courses	Nancy Camino Kensee Lusebrink
Course Registration	Email @andrew.cmu.edu	Staff Member(s)
Course Pre-Requisites/Co-Requisites/Anti-Requisites/Substitutions	courses	Nancy Camino Kensee Lusebrink
Course Reservations <i>(set by departments)</i>	courses	Nancy Camino Kensee Lusebrink
S3 Waitlist Department Contact Information	cmuregistrar	Maura Ward
Faculty Information	Email @andrew.cmu.edu	Staff Member(s)
Course Rosters	uro-grade-submission	Jonelle Krise Abbie Bennett
Course Schedule Time Conflicts <i>(student registration)</i>	cmuregistrar	Abbie Bennett
Faculty Course Evaluations (FCE)	uro-fce	Kensee Lusebrink
Final Exam Scheduling	js81	Joy Cavaliero
Grade Proxy & Submission Consultation	uro-grade-submission	Mary Weakland
S3 & Student Data	Email @andrew.cmu.edu	Staff Member(s)
S3 Academic Advisor Assignments	cmuregistrar	Jonelle Krise
S3 Access: New Users Permission & Qualifiers <i>Send name, Andrew ID, department, office location, phone</i>	cmuregistrar	John Papinchak
S3 Student Reporting & Data Requests	em-analytics	Jennifer Goldinger
Student Data Warehouse (SDW) / Tableau <i>Access to run canned reports</i>	em-analytics	Jennifer Goldinger
Data at CMU <i>Reference for links related to using and accessing data at the university</i>	Data Access Request (website)	Office of the CIO
Services & Resources	Email @andrew.cmu.edu	Staff Member(s)
Academic Contacts List Management	cmuregistrar	Joy Cavaliero
Academic Degree Audit (Stellic)	uro-degree-audit	Bryttnie Reading Mary Kate Minnick
Academic/University Policies	jp7p	John Papinchak
Calendar: Academic	jp7p	John Papinchak
Calendar: Departmental	js81	Joy Cavaliero
Catalog (Undergraduate)	catalog	Bryttnie Reading Mary Kate Minnick University Archives
Course Descriptions <i>(historical prior to 2016)</i>	archives	University Archives
Investigator Request Process	uro-verifications	Mary Weakland
Military Affiliated Student Identification/Benefits	uro-vaedbenefits	Mike Danko
Program Approval for GI Bill Coverage	uro-vaedbenefits	Mike Danko
Reserve Officers' Training Corps (ROTC)	uro-vaedbenefits	Mike Danko
Veterans Education Benefits	uro-vaedbenefits	Mike Danko
Student Records	Email @andrew.cmu.edu	Staff Member(s)
Academic Actions <i>(suspensions, drops, etc.)</i>	jkris	Jonelle Krise
Academic Actions (Office of Community Responsibility / Student Affairs)	js81	Joy Cavaliero
Academic Offerings <i>(program code, college, department, major, degree, class)</i>	uro-program-maintenance	Mary Kate Minnick Bryttnie Reading
AP/IB/Cambridge Scores <i>(matriculated students only)</i>	cmuregistrar	Abbie Bennett
Course Grade Option Forms (Pass/No Pass, Audit)	cmuregistrar	Dana Lubow
Cross-Registration / PCHE	uro-pche	Kensee Lusebrink
Degree Certification & Graduation <i>(for departments)</i>	commence	Abbie Bennett
Diplomas <i>(for departments)</i>	commence	Abbie Bennett
Diplomas <i>(for students)</i>	uro-diplomas	Abbie Bennett
Directory Information Restrictions & Updates	Directory Information Restriction	Mary Weakland
Doctoral Students & All But Dissertation Status	jkris	Jonelle Krise
Duplicate Record Merge	jsamuel1	Jonathan Samuels
Entity (Campus Location) Changes	jkris	Jonelle Krise
FERPA & Student Privacy	jp7p	John Papinchak
Graduate-Level Certificates	bryttnij	Bryttnie Reading
Investigator Requests	uro-verifications	Mary Weakland
Leaves of Absence	cmuregistrar	Maura Ward
New Semester Record Creation	cmuregistrar	Dana Lubow
Official University Transcript Requests	uro-transcripts	Mary Weakland
Return from Leave of Absence & Suspension	cmuregistrar	Maura Ward
Special Student Populations: Visiting/Non-Degree, CS Academy, Prison Education, etc.	non-degree	Bryttnie Reading Dana Lubow
Student Biographical & Address Updates	uro-verifications	Mary Weakland
Transfer Credit: Adding Institution	cmuregistrar	Jonathan Samuels
Transfer Credit: External Transcripts	cmuregistrar	Abbie Bennett
University Withdrawal	cmuregistrar	Maura Ward
Verifications: Degree & Enrollment	uro-verifications	Mary Weakland

Form Submission Instructions & Affiliated Staff Members

The following lists all University Registrar's Office forms and which staff members specifically process them and are most familiar with questions that may arise.

Most of our forms are to be submitted by staff and faculty directly to **registrar-forms@andrew.cmu.edu*** (*see section one*); however, a few have specialized email accounts they should be sent to instead (*see section two*).

Detailed steps and instructions for our form submission process are available on our website: **cmu.edu/es/forms/instructions.html**. We strongly encourage you to reference this page, especially if you are new to the university and/or the form submission process.

Section 1: Standard Form Submission

Form Titles / Topics	Email @andrew.cmu.edu	Staff Member(s)
Academic Actions (<i>suspensions, drops, etc.</i>)	registrar-forms	Jonelle Krise
Academic Record Update	registrar-forms	Maura Ward
All But Dissertation Status Agreement	registrar-forms	Jonelle Krise
All But Dissertation Status Change	registrar-forms	Jonelle Krise
Bulk Student Academic Code Change	registrar-forms	Maura Ward
Change of Student Name	Change of Name (webform)	Mary Weakland
Course Add, Switch Section, or Change Units (Current Semester)	registrar-forms	Abbie Bennett
Course Audit	registrar-forms	Abbie Bennett
Course Withdrawal	registrar-forms	Abbie Bennett
Doctoral Final Thesis Completion Semester	registrar-forms	Abbie Bennett
Graduation Certification	registrar-forms	Abbie Bennett
International Exchange Student (OIE)	registrar-forms	Dana Lubow
Late Drop or Drop Below Full-Time Petition (Current Semester)	registrar-forms	Abbie Bennett
Leave of Absence	registrar-forms	Maura Ward
Pass/No-Pass Grade Option	registrar-forms	Abbie Bennett
Petition to Return from Leave of Absence	registrar-forms	Maura Ward
Report/Change Social Security Number	Report Social Security (webform)	
Request to Review Academic Record	registrar-forms	Mary Weakland
Retroactive Add/Drop Petition (Prior Semester)	registrar-forms	Abbie Bennett
Retroactive Change of Grade	registrar-forms	Mary Weakland
Retroactive Missing Grade	registrar-forms	Mary Weakland
University Withdrawal	registrar-forms	Maura Ward

Section 2: Specialized Form Submission

The following forms should only be submitted to their corresponding topic-specific email addresses.

Form Titles	Email @andrew.cmu.edu	Staff Member(s)
Cross-Registration/PCHE	uro-pche	Kensee Lusebrink Dana Lubow
Faculty/Staff Non-Degree Petition	non-degree	Bryttnie Reading
Tuition/Fee Appeals & Adjustments	uro-appeals	Kensee Lusebrink
Veterans Education Benefits	uro-vaedbenefits	Mike Danko
Visiting Guest Student Petition	non-degree	Bryttnie Reading
Visiting High School/Minor Student Petition	non-degree	John Papinchak
Report Requests (Enrollment Data)	Enrollment Management Reporting Request (webform)	Jennifer Goldinger
External: Data Access Requests	Data Access Request (website)	Office of the CIO