

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. Information related to specific forms and the form submission process is located on page 2 of this document.

Classrooms & Course Reservations <i>(only applicable to registrar-owned classrooms)</i>	Email @andrew.cmu.edu	Staff Member(s)
25Live Room Reservations	esrooms	Nancy Camino Kensee Lusebrink
Classroom Maintenance Issues	courses	Nancy Camino
Classroom Scheduling <i>(for courses, faculty, staff)</i>	esrooms	Nancy Camino Kensee Lusebrink
Classroom Scheduling <i>(for student organization events)</i>	esrooms	Maura Ward Abbie Bennett
Instructors (Adding New)	courses	Nancy Camino
Schedule of Classes (SOC)	nm2d	Nancy Camino
Registration & Grades	Email @andrew.cmu.edu	Staff Member(s)
Course Conflict Resolution (Student Registration)	registration	Kathy Sloan
Course Registration Forms	cmuregistrar	Abbie Bennett Maura Ward
Course Reservations (Enrollment Capacity/Types)	registration	Kathy Sloan
Grade Option Forms	cmuregistrar	Abbie Bennett Maura Ward
Grades: Proxies, Rosters, Submission Consultation	egrades	Kathy Sloan
Pre-Requisites/Co-Requisites/Anti-Requisites	registration	Kathy Sloan
Registration Consultation & Inquiries	registration	Kathy Sloan
S3 & Student Data	Email @andrew.cmu.edu	Staff Member(s)
Academic Advisor Assignments	registration	Kathy Sloan
Academic Degree Audit (Stellic)	uro-degree-audit	Bryttne Reading
Investigator Requests	uro-verifications	Mary Weakland
Reporting & Data Requests	uro-sdw	Jennifer Goldinger John Papinchak
S3 Access (New Users Permission & Qualifiers)	cmuregistrar	John Papinchak
Semester Record Creation	registration	Kathy Sloan
Student Data Warehouse (SDW) / Tableau	uro-sdw	Jennifer Goldinger
Services & Resources	Email @andrew.cmu.edu	Staff Member(s)
Academic Contacts List Management	jkriese	Jonelle Krise
Academic/University Policies	jp7p	John Papinchak
Calendar: Academic	jp7p	John Papinchak
Calendar: Departmental	klusebri	Kensee Lusebrink Joy Cavaliero
Catalog (Undergraduate)	catalog	Becky Choltco
Course Descriptions (Historical)	archives	University Archives
Faculty Course & Grade Information	egrades	Kathy Sloan
Faculty Course Evaluations	uro-fce	Kensee Lusebrink Joy Cavaliero
Final Exams Scheduling	js81	Joy Cavaliero
Investigator Requests	uro-verifications	Mary Weakland
Mailing Lists <i>(subscribing to registrar-related emails)</i>	jkriese	Jonelle Krise
ROTC	uro-vaedbenefits	Mike Danko
Academic Degree Audit (Stellic)	uro-degree-audit	Bryttne Reading
Student Data Warehouse (SDW) / Tableau	uro-sdw	Jennifer Goldinger
Veterans Benefits	uro-vaedbenefits	Mike Danko
Student Records	Email @andrew.cmu.edu	Staff Member(s)
Academic Actions (Suspensions, Drops, etc.)	cmuregistrar	Jonelle Krise
Academic Actions (OCSI / Student Affairs)	js81	Joy Cavaliero
Academic Offerings (Program Code, College, Department, Major, Degree, Class)	cmuregistrar	Jon Samuels Kensee Lusebrink
AP/IB/Cambridge Scores (Matriculated Students Only)	cmuregistrar	Jon Samuels Abbie Bennett
Cross Registration (Incoming PCHE Processing)	uro-pche	Kensee Lusebrink Bryttne Reading
Cross Registration (Outgoing PCHE Processing)	uro-pche	Kensee Lusebrink
Degree Certification	commence <i>(for departments)</i> uro-diplomas <i>(for students)</i>	Jon Samuels
Diplomas <i>(processing, ordering, reordering)</i>	commence <i>(for departments)</i> uro-diplomas <i>(for students)</i>	Jon Samuels
Directory Information Restrictions & Updates	webform <i>(n/a)</i>	Mary Weakland John Papinchak
Duplicate Record Merge	jp7p	John Papinchak
Entity (Campus Location) Changes	jp7p	John Papinchak
FERPA/Student Privacy	jp7p	John Papinchak
Graduation/Degree Certification	commence <i>(for departments)</i> uro-diplomas <i>(for students)</i>	Jon Samuels
Investigator Requests	uro-verifications	Mary Weakland
Leave of Absence	cmuregistrar	Jonelle Krise
Non-Degree Student Petitions	non-degree	Bryttne Reading John Papinchak
Returns from Leave of Absence & Suspension	cmuregistrar	Jonelle Krise Maura Ward
ROTC	uro-vaedbenefits	Mike Danko
Pre-College (Record Updates)	cmuregistrar	Kensee Lusebrink
S3 Access (New Users Permission & Qualifiers)	cmuregistrar	John Papinchak
Semester Record Creation	registration	Kathy Sloan
Student Data Warehouse (SDW) / Tableau	uro-sdw	Jennifer Goldinger
Student Personal Information & Contact Updates	uro-verifications	Mary Weakland
Transcripts (from Carnegie Mellon)	cmuregistrar	Abbie Bennett Mary Weakland
Transfer Credit: Adding Institution	cmuregistrar	Jennifer Goldinger
Transfer Credit: Incoming Transcripts	cmuregistrar	Abbie Bennett
University Withdrawal	cmuregistrar	Jonelle Krise
Verifications (Degree & Enrollment)	uro-verifications	Mary Weakland

Form Submission Instructions & Affiliated Staff Members

This section lists all forms regarding which University Registrar's Office staff members specifically process these forms 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 1*); however, in order to expedite processing with certain forms, some should be sent to their specialized email account instead (*see section 2*).

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 this process.

Section 1: Standard Form Submission

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

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 (Outgoing PCHE forms)	uro-pche	Kensee Lusebrink
Non-Degree/Visiting Students (minors & high school students)	non-degree	John Papinchak
Non-Degree/Visiting Students (staff, faculty, visiting students)	non-degree	Bryttnie Reading
Tuition/Fee Appeals & Adjustments	uro-appeals	Kensee Lusebrink John Papinchak
Veterans Education Benefits Certification	uro-vaedbenefits	Mike Danko