## The Office of The Registrar



FREQUENTLY ASKED QUESTIONS FORMS ACADEMIC RECORDS TRANSCRIPTS REGISTRATION DEGREE APPLICATION GRADUATION COMMENCEMENT



## **IMPORTANT DATES**

- May 7th: Advanced Registration for Mini, Summer I & 10 week closes @ 4p.m.
- May 8th: Payment for Mini, Summer I & 10 week courses due today.
- May 8th: Last Day to Resign with "W" if No Final Exams Have Been Taken.
- May 8th: Last Day to Drop Class Without a Grade of "F".
- May 9th: Final Exam Study day
- May 12th: Final Exams begin
- May 12th: Registration for Summer I & 10 week opens @ 8:30a.m.
- May 16th: First Class day for Mini Session
- May 17th: Commencement
- May 23rd: Transfer Orientation
- May 26th: Memorial Day Holiday University Closed

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## ACADEMIC RECORDS

- Official Transcript Request
- <u>Unofficial Transcript</u>
- Degree Verification
- Enrollment Verification
- <u>FERPA/Buckley Directory Information Release</u>
- <u>Grade Changes</u> initiated by the professor. Change of grade forms are available to the professors and/or the Departments in each Academic Dean's office.
- <u>Transcript Discrepancies</u> Please discuss transcript discrepancies with your major department. The department will contact the Registrar's office concerning any changes that need to be made.

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