Office of the Registrar
Portfolio Distribution
April 2024

K. Kruschinska, Registrar			J. Addy, Senior Associate Registrar						
Compliance & Technology			**Outreach and Communications**	**Academic & Curricular Services**			**Student Services**		
D. McGrann			**L. Lagman-Sperl**	**M. Jimenez**			**M. Jacek**		
Compliance and Technology		***Admin and Special Programs (Davis)***	***Outreach and Communications***	***Scheduling (Puleo)***	***Course Records (Vacant)***	***Degree Audit***	***Records & Registration (Schrecengost)***		
Time Status Tables, Rules, Processes	Banner, Software Upgrades	Exceptions To Enrollment Policy and Medical Withdrawals	Website Maintenance	Term Set Up	UG/GR Univ Bulletins	Academic Program Tables, Rules, Processes	Academic Record Maintenance	Registration Tables, Rules, Processes	Joint Program Management
Enrollment & Degree Transmissions to CH	Banner Production Issues	First Round Review of Residency Applications for Tuition Purposes	Business Process Documentation	Schedule of Classes Configuration	Course Inventory, Pre-req and Co-Req Maintenance	Degree Works Processes	Transcript Requests, Subpeonas	Escalated Registration Errors	Support for NCAA Certification
Updates to NSLDS for approved exceptions/LOAs	Reports - Ad Hoc and Scheduled	Tuition Exemptions	Maintain and oversee communications calendar	Banner Section Data	New/Revised Course Proposals	Degree Works Scripting	Grades, Repeats, Grade Changes	Late Registrations, Permits, Overrides	Second-level review of Residency
Regulatory interpretation and business process enhancement	Banner System Security	Special Program Registration (Dual Enrollment)	Manage communication tools	EMS Academic Schedule Management (joint with SCB)	Course Fees	CPOS Planning and Implementation	Credit by WSU Exam	Course Withdrawals, Workflows	Duplicate Student Resolution
Tuition Assessment Tables, Rules, Processes	Tuition Calculator	NCAA Cert, Athletic Tables, Rules, Processes, Data	Outreach Liaise with EM and Student Success	Class and Non-Class Room Scheduling	Course Rules, Tables, Processes	Degree Plans and Plans of Work	Graduate Transfer Credit	Pre-Priority Registration Management	Special Program Management (NBUT, Amazon, Podium, etc.)
Academic and Registration Calendars	Project and system coordination with C&IT	NCAA, GLIAC Eligibility Rosters	Training	Matrix Policy Enforcement through WISE	Curriculum Rules and Configuration	TESS Maintanance	Graduation Application Tables, Processes	Degree Posting	
Audit Responses	Project Management	Monitor Data Quality	Write office communications,scheduled and ad hoc	Monitor Data Quality	Monitor Data Quality	Monitor Data Quality	Enrollment Verifications	Monitor Data Quality	
Support for NCAA Certification	Business Process Analysis		Registration support (course participation, block registration, reserve seating, FIG)				Diploma Printing	Diploma Reorders	
	Monitor Data Quality								