



OFFICE OF THE REGISTRAR MISSION STATEMENT

The Office of the Registrar is charged with the overall responsibility for activities relating to course registration, students' academic records, course scheduling and enrollment and academic systems maintenance.

Beyond the operational functions of the office, there is a greater aim to provide outstanding service to students, parents, and members of the academic community while maintaining integrity and ethical standards. In striving to meet this goal, we constantly seek to address and improve:

- The overall processes used to meet and exceed the needs and expectations of the university community;
- The technologies necessary to provide fast and accurate services;
- The communication required to maximize understanding of the office and provide the necessary understanding of the functions of other offices;
- The training required to maximize understanding of the office and provide the necessary understanding of the functions of other offices;
- The staff development to enhance morale and enthusiasm;
- The professional development to provide the stimulation for continuous improvement.