

THE UNIVERSITY OF MICHIGAN-FLINT
Office of the Registrar
(810) 762-3344

Responsibilities of our Office:

10 th Day Counts	Degree Audits	Commencement Ceremony	Transcripts
Academic Files	Diplomas	Honors	VA Certification
Address/Name Changes	Disenrollment	Major/Program Changes	
Catalog Production	Drop/Adds	Registration	
Course Schedules	Enrollment Information	Student Verifications	

Registration – Two early registration periods are held each year on the web at www.flint.umich.edu/sis. Spring/Summer/Fall registration is held in March, Winter registration is held in November. We also have several open registration periods when changes in schedules (drops/adds/additional registrations) may be processed.

Academic Files – All academic files are now imaged. Departments can access transfer transcripts using Image Now. If you need access, please contact us.

Transcripts – All transcripts are maintained in this office. Official copies of transcripts may be obtained by students for a \$4.00 fee. University of Michigan departments may access advising transcripts on SSEM database. Students have access to their unofficial transcripts through their SIS account and can order official transcripts at www.flint.umich.edu/sis or www.studentclearinghouse.com. Students with course work completed after 1985 have computerized transcripts.

Commencement Ceremony – Registrar staff assist with the preparation of the two graduation ceremonies held each year in May and December. In addition, we order all diplomas and calculate academic honors.

Class Lists – Class Rosters, Wait Lists, Class Counts, lists of Missing Grades, Grade Verification, Department Enrollments, lists of Closed Classes and Classes near Capacity are available to faculty and staff on SIS and Banner.

Course Schedule and Catalog Changes – Stacy Lee (766-6889) develops the semester course schedules and coordinates the Course Catalog production.

Office Hours:

8:00 AM to 5:30 PM
8:00 AM to 5:00 PM

Monday through Thursday
Friday

Extended Hours may vary during registration periods and early in the semester.

REGISTRAR STAFF

Karen Arnould <i>Registrar</i>	762-3067	Provides overall management of the unit. Support for NetPlus, GEC, ELP, and Credit Option programs.
Rhonda Banks <i>Associate Registrar</i>	762-3048	Second in command; supervises Evaluators and a combination of functions including the collection & analysis of enrollment and student data; assists with commencement planning; assists with Veterans Affairs services.
Stacy Lee <i>Assistant Registrar</i>	766-6889	Produce course schedules; room reservations; coordinates the production of the annual course catalog; and maintains the online course catalog; supervises support staff.
Doris Clarke-Madison <i>Assistant Catalog Coordinator</i>	762-3033	Assists with the production and maintenance of the annual course catalog-printed and online version.
Christy Bryant Tim Mason <i>Student Services Specialist</i>	762-3344, press 1	Process transcript requests & verification of enrollment; cover phone calls and walk-in traffic; process subpoenas; provide support for other Registrar staff; data entry of student demographic information; assist in the maintenance of student records; maintain Registrar website.
Brenda Pope <i>Lead Evaluator</i>	762-3345	Degree Audits-SOM, SHPS, SEHS CAS (P – Z) Grade Chg/Chg of Majors- SOM, SHPS, SEHS Assists with commencement planning, graduation/honors lists, diploma ordering.
Michelle Virden <i>Evaluator</i> <i>VA Certification Officer</i>	766-6835	Degree Audits CAS (A – O) Grade Chg/Chg of Majors CAS (A – Z) Veterans Affairs certification officer; assists with support for the Student Veterans Center.