



Assistant Registrar	
<input type="checkbox"/> Center for Institutional, Faculty, and Student Success	January, 2025
Non-Exempt	Carolina Campus
<input type="checkbox"/> Classified Staff	M-F, 8:00am 5:00pm
Registrar	<input type="checkbox"/> <input type="checkbox"/> t: 100%
N/A	

- I. The Office of the Registrar serves as the official custodian of student records, in a manner that is consistent with the licensure standards. Under the direction of the Registrar, the Assistant Registrar assists with all facets of the Office of the Registrar, as well as other various administrative duties necessary to the efficient operation of the Office. The Assistant Registrar will assume all duties in the absence of the Registrar.

- II.
 1. Assists in preserving the integrity, accuracy, and privacy of all academic records, and efficiently distributes these records in full compliance with applicable policies, laws, and regulations.
 - a. Assists the Registrar in their service as the institutional FERPA compliance coordinator, ensuring compliance with the Family Education Rights and Privacy Act (FERPA) as it relates to the assigned areas of responsibility and educates faculty and staff on FERPA compliance.
 2. Assists in maintaining physical and computerized student records from matriculation to graduation, including:
 - a. Processing new student records, including assuring that all required documentation is received, setting up the cumulative academic folder, and entering students into appropriate databases.
 - b. Collecting and maintaining final grades, changing final grades as requested by appropriate administration, ensuring final grades are entered on a timely basis, and changing incomplete grades according to college policy.
 - c. Modifying bio/demographic information, including, but not limited to, names, citizenship, race/ethnicity, residency status, for all current and former students upon verification. The Office of the Registrar reports changes to this information as allowed by FERPA and as required by federal or state regulations.
 - d. Recording changes to student status and creating the student electronic Honor Code Council, and/or Professional and Ethical Standards Board, including:
 - Academic standing and disciplinary decisions and, at a minimum, appeal letter(s), and final outcome letter(s).
 - e. Adhering to the college record retention policy, which outlines the policies and procedures related to the retention and disposition of records.

9. Assists in completing reports required by the U.S. Department of Education
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IV. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the e