

SERVICES OFFERED BY OFFICE OF THE REGISTRAR

The Office of the Registrar is committed to fulfill the role in the educational mission of the University by providing effective and efficient academic support services and assistance to the students, faculty, staff, and alumni of the University. The Office addresses the academic inquiries presented to the Office daily on a myriad of issues and assist students with any questions they may have related to matters of academic services.

The Registrar Office offers the following services:

- Receive inquiries relating to the services of the office from active and inactive students, faculty, staff, and alumni/graduates. These are requests for:

<input type="checkbox"/> Admission	<input type="checkbox"/> Grade Report	<input type="checkbox"/> Temporary Diploma/Degree
<input type="checkbox"/> Readmission	<input type="checkbox"/> Student Copy	<input type="checkbox"/> Actual Diploma/Degree
<input type="checkbox"/> Registration	<input type="checkbox"/> Document Copy	<input type="checkbox"/> Diploma/Degree replacement
<input type="checkbox"/> Course Add/Drop	<input type="checkbox"/> Official Transcript to other institution	<input type="checkbox"/> Document Authentication
<input type="checkbox"/> Transfer	<input type="checkbox"/> Official Transcript from other institution	<input type="checkbox"/> Medium of Instruction
<input type="checkbox"/> Exemption	<input type="checkbox"/> Confirmation Letters	<input type="checkbox"/> Different Forms
<input type="checkbox"/> ID Cards	<input type="checkbox"/> Withdrawal/Clearance	<input type="checkbox"/> Any Sort of Information

Following the request the office provide the following services:

- Admit new applicants to the University in accordance with the University's Legislation and Higher Education Institution Guidelines and Procedures.
- Assign section to admitted students and keep up-to-date section size.
- Prepare and issue new Identification Cards (ID cards) to students and replace lost ID cards.
- Conduct registration and courses ADD/DROP of students every semester.
- Admit students request for readmission every semester.
- Create, maintain, and retrieve routine manual and or electronic records (admission, registration, exemption, grade, payment, and other records) appropriately.
- Maintain financial records of students separately and produce regular reports to the users.
- Verify the financial matters of students, and confirm their withdrawal/ clearance requests.
- Produce and provide different official documents and letters, such as student copy, official transcript, authentication of documents, document copy, confirmation letter, etc to active and non-active students as well as graduates.
- Produce attendance list to each section and course at the beginning of every semester.

- Produce grade submission forms to each section and course before the final examination.
- Maintain electronic grade records, and produce Grade Reports to students every semester.
- Maintain confidential grade records (Master Sheets) chronologically and suitably for easy retrieval.
- Index, coded, and process paper records in accordance with definite rules and routines.
- Give file number to each folder, and keep those paper records properly in the files/folders in the Archive.
- Keep up-to-date the Manual of Record Procedures.
- Administer the network based on group and IP address to users in the Office.
- Maintain system security and protection activities in the Office.
- Take data backups regularly
- Verify graduating students' records for graduation.
- Present prospective graduates list to the Academic Commission/Senate for approval.
- Assign Candidate Number to each graduate list and record accordingly in the Graduates' Book.
- Prepare and issue temporary Diploma/ Degree to graduates up on graduation.
- Certify documents for official use.
- Issue the actual Diploma/Degree, after a while, to Graduates.
- Help individuals in relation to admission, registration, grading, graduation, document issuance, and other correlated matters.
- Produce regular and outcome focused reports to Users.
- Implement the Pertinent Ministry of Education or HERQA directives and other related state regulations.