

REGISTRAR

Essential Duties:

Under the direction of the Vice President of Student and Information Services, the Registrar shall:

1. Supervise a system of master student record retention including maintenance, security, and accuracy. Supervise the maintenance of all forms of the College relating to class records, course records, and student records.
2. Supervise the preparation of information about student records that are forwarded to Faculty Advisors.
3. Supervise and evaluate registration procedures and recommend changes when necessary. This includes the overseeing of all procedural requirements necessary for the smooth functioning of the registration program, e.g., forms preparation of all types, coordination with data processing, establishment of priorities to meet deadlines and assignment of office personnel to accomplish the program.
4. Coordination of the graduation program including processing of applicants as well as organization of the commencement program.
5. Prepare, maintain and release official copies of student transcripts.
6. Maintain accurate entrance requirement data pertaining to senior institutions.
7. Direct the evaluation of academic records for transfer students from other institutions of higher education.
8. Maintain follow-up records for all Monroe County Community College students and graduates who transfer to senior institutions.
9. Serve as resource person for interpretation of academic requirements and standards for day-to-day operations, and for interpretation of same to college committees and for official college purposes.
10. Serve as resource person for V.A. and Selective Service regulations and requirements.
11. Prepare enrollment statistics and enrollment reports for federal and state reports. This includes currently adopted reports as well as others needed when appropriate.
12. Supervise the assessment and collection of tuition and fees concurrent with registration system.
13. Supervise the maintenance and accuracy of course equivalency documents.
14. Furnish information to Director of Marketing for news releases pertaining to matters involving enrollments, registrations, etc.
15. Supervise the certification of residency status of Monroe County Community College students.
16. Administer the Child Day Care Center.
17. Other duties as assigned by the Vice President of Student and Information Services.

3-16-66; revised 6-24-68, 1-2-69, 6-23-75, 7-1-78, 6-22-81, 1-10-83; 11-22-93; 11-99