

OACC Semester Conversion Records & Retention Committee

“Student-Facing” Services performed in the Registration/Student Records offices.

These are services where the Registrar’s office interacts directly with the student: in-person, via phone, mail or email. Please consider whether or not the Semester Conversion will impact how and when your Registrar’s Office delivers these services.

- In-person Registration
- Consortium Registration (SOCHE, GCCC, etc.)
- Transcripts (sending and receiving)
- Transcript evaluation and course equating
- Enrollment Verifications/ Degree Verification
- Identification Card production
- Residency petitioning
- Graduation Processing
- Veterans Counseling/ Veterans Educational Benefits (certifying official and student support)
- International student processing and monitoring
- Adjustments to schedule due to extenuating circumstances
- PSEO advising/registration
- Readmission processing
- Declaration of major/minor/academic program /advisor
- Waivers/course substitutions
- Transient Student approvals
- Room assignments
- Study abroad, overload, S/U, internship and field experience paperwork
- Military processing
- Withdrawals
- Audit Registrations
- Address changes
- Undergraduate Non-degree admission
- Academic Petitions
- Refund Petitions
- Mailbox Assignments (students receive their U.S. and campus mail here)
- Evaluations from faculty for pass/no pass courses (the evaluations will be sent with transcripts upon request)
- Room reservations for student activities (for some, not all, rooms on campus)