**University Registrar & Student Records Operations:**

**Ian Wischmeier, University Registrar,** Oversight of all aspects and functions of the Office of the Registrar

* **Paula Logie**, Executive Assistant, Int. - Paula.Logie@nau.edu – HR and Financial Service Team Liaison, payroll/personnel liaison, budget/PCard, notary public, subpoena compliance coordination.
* **Amy Carver, Associate Registrar: Student Records Operations**
	+ - **Kinsey Cook**, Assistant Registrar, Academic Advisement Report/Jacks Planner
			* Registrar.Advisementreport@nau.edu - Fixes, edits and/or questions to the AAR Tool.
			* JacksPlanner@nau.edu - Fixes, edits and/or questions to the Jacks Planner Tool and Progression Plans.
		- **June Sawyer**, Assistant Registrar, Program Plan/Data Integrity
			* Registrar.Dataintegrity@nau.edu - Build and create student groups, correct errors for current matriculated students pertaining to multiple program/plan stacks, incorrect Pledge or WUE student group, end of term grading processes.
* **Karen Wagner**, Records Coordinator, Sr., Post Enrollment Requisite Checking, Program Plan/Data Integrity Support Karen.Wagner@nau.edu - Requests for training and general questions.
	+ - **Kris Faith**, Records Coordinator, Sr., Undergraduate Graduation
			* Graduation@nau.edu - Student questions about posting a degree and/or diploma, staff requests should be made via SalesForce.
* **Joseph Wright, Associate Registrar: Student & Client Services**
	+ - **Laurel Lopez**, Manager, Operations, Student Records and Client Services Team
			* Registrar.Enrollment@nau.edu - Any add/drop question, request, petition, form, etc.
			* Registrar.Transcript@nau.edu - order an NAU transcript.
			* Registrar.Verifications@nau.edu - Request a verification of enrollment for an external agency.
		- **Susan Klasinski**, Records Coordinator, Sr., Petitions and Backdates; Reinstatement from Suspension
			* Reinstatement@nau.edu – Advisor requests for reinstating a student from suspension.
			* UACC@nau.edu – Inquiries regarding returning to NAU after suspension.
		- **Maria Marsh**, Records Coordinator, Sr., Grades
			* Registrar.Grades@nau.edu – Academic renewal requests, faculty grade changes, repeat enrollment forms.
* **Rebecca Brewer, Associate Registrar, Class Scheduling Operations**:

\***Please submit all inquiries about timelines, class set-up, cancellations, permission numbers, reserves etc. to** **Registrar.ScheduleofClasses@nau.edu**

* **Marilyn McDonald**, Class Scheduling Coordinator, Sr.
* **Hieu Tran**, Class Scheduling Coordinator, Sr.
* **Salwani Jaafar**, Class Scheduling Coordinator, Sr.
* **Camila Serpas-Shorter**, Class Scheduling Coordinator, Int.
* **Chris Silva,** Class Scheduling Coordinator, Int.