**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](mailto: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](mailto:Registrar.Advisementreport@nau.edu) - Fixes, edits and/or questions to the AAR Tool.
      * [JacksPlanner@nau.edu](mailto: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](mailto: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](mailto:Karen.Wagner@nau.edu) - Requests for training and general questions.
  + - **Kris Faith**, Records Coordinator, Sr., Undergraduate Graduation
      * [Graduation@nau.edu](mailto: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](mailto:Registrar.Enrollment@nau.edu) - Any add/drop question, request, petition, form, etc.
      * [Registrar.Transcript@nau.edu](mailto:Registrar.Transcript@nau.edu) - order an NAU transcript.
      * [Registrar.Verifications@nau.edu](mailto: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](mailto:Reinstatement@nau.edu) – Advisor requests for reinstating a student from suspension.
      * [UACC@nau.edu](mailto:UACC@nau.edu) – Inquiries regarding returning to NAU after suspension.
    - **Maria Marsh**, Records Coordinator, Sr., Grades
      * [Registrar.Grades@nau.edu](mailto: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**](mailto: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.