

WHAT DOES THE...

OFFICE OF THE REGISTRAR

...DO FOR ME?

Academic Publications

We produce the online class schedule, academic catalogs, and the Information Bulletin, an online guide of University policy, procedures, and processes. We also produce the Academic Calendar.

Banner Security

We manage Banner user accounts, including creation, modification, and deletion, and make sure faculty and staff have proper access to the University's primary student information system.

Classroom Scheduling

We apply scheduling policies in a consistent and equitable manner with the goal to maximize classroom seat utilization when assigning academic classes to classrooms.

Graduation Coordination

We process online applications for graduation, answer questions concerning graduation and commencement as well as finalize degrees and print diplomas. We aid in the organization/planning of commencement exercises and oversee the pre-ceremony line-up before the commencement ceremony.

Records

We ensure that transcripts requested through ASAP are properly sent out, transmit National Student Clearing House reports, handle registration problems, process name changes and record requests, process CLEP test credit, and verify the accuracy of grade change requests

Residency/Athletic Certification

We assist with detailed questions regarding residency status for tuition purposes for current and prospective undergraduate students. We also handle certification of student athletes for practice and competition.

THE OFFICE OF THE REGISTRAR

HANDLES QUESTIONS CONCERNING ENROLLMENT, TRANSCRIPTS & ACADEMIC RECORDS, THE GRADUATION APPLICATION PROCESS, RESIDENCY FOR TUITION PURPOSES, VETERANS' EDUCATION BENEFITS, AND ENROLLMENT REPORTING.

Student Information Systems (SIS)

We work with the Banner SIS to ensure student records are accurately maintained and accessible. We also provide enrollment management reports campus wide and work with UTSA offices to provide on demand information to monitor day-to-day business. We enable Banner users to create their own reports via the WEBI reporting system.

Veteran Certification

We process student enrollment certification to the United States Department of Veterans Affairs (VA) so active duty personnel, Guard members, Veterans and their dependents can utilize their VA educational benefits. We are a liaison between the student and the VA.