

## **SAET REGISTRAR**

Florida A&M University  
School of Architecture and Engineering Technology

### **Job Description**

#### **OVERVIEW**

The Registrar is a senior academic staff position reporting to the Associate Dean. This position provides for the maintenance of all official procedures which concern student status, and student programs, and, in that regard, delegates to this position implementation of school and university policy regarding student admission and advancement.

The Registrar will work and communicate with students, parents, staff members, and other internal and external individuals as related to student success. The Registrar will serve on and provide leadership on university and school committees that pertain to student advising, matriculation, and graduation. The Registrar reports to the Associate Dean.

#### **DUTIES**

##### **1. Coordinates Advising and Registration Activity:**

- a. Maintain accuracy of SAET's students' files and/or folders.
- b. Addresses non-routine matters relating to student progress and records for clarification, resolution, or further coordination with the Directors, Associate Dean, or Dean as needed.
- c. SAET enrollment officer.
- d. Monitor the advisement process of the SAET and make revisions/modifications as needed.
- e. Manages special advising situations involving irregularities, transfer credits, transient registration, advanced standing, grade appeals, and grade grievances.
- f. Manage the archival and safe keeping of student records and files.
- g. Maintains SAET involvement and operation in iRattler able to perform all student related functions including, but not limited to transcript review, change of majors, student holds, viewing admission status, viewing financial aid status, etc.
- h. SAET's representative on the university Undergraduate Appeal and Regulatory Committee.

##### **2. Transfer Credits:**

- a. Develop and maintain an archive of course equivalences as a guide to directors for completing Transfer Credit Form.
- b. Check Transfer Credit Forms completed by Directors and update Course Completion form accordingly.
- c. Submit Transfer Credit Forms to the Dean.

##### **3. Student Matriculation:**

- a. The Registrar keeps abreast of schedules for advisement and registration.
- b. Routinely monitor documents for accuracy and ensure all student documents are filed accordingly.
- c. Monitor accuracy of student academic advisement files, including Progress/Checklist forms with program directors.
- d. Approve and manage transient registration process, monitor the timing of completion, and notify directors.
- e. Assist directors in creating and preparing correspondence to students as needed.
- f. Support filing and archival of all student records.

- g. Maintain applicant, active, inactive, and alumni professional and graduate student files.
- h. Assist directors in reviewing student's progress towards graduation after earning ninety (90) semester hours.
- i. Process major change forms. Attach or request transcripts as needed.

**4. Degree Certification:**

- a. Directors will complete graduation certifications and make recommendation to Dean.
- b. With program directors, conduct final degree completions.
- c. Review and approve all Course Exception Forms as needed.
- d. Collect Course Exception Forms when needed and submit to Registrars' Office.

**5. Management of all student records and forms in use in the SAET:**

- a. Assures that all student data is accurate, complete, and up to date. Develop an electronic advising system that supplements hard copy student files.
- b. Utilize the IRattler system to access student records and teach students how to use.
- c. Coordinate with the SAET Directors and staff for student enrollment.
- d. Ensure that student records are secured.
- e. Assure that student records are current.
- f. Keep abreast of all deadlines with regard, to student activities such as advisement, registration dates, drop/add, withdrawals, and graduation and disseminate to directors.

**6. Supervise all transfer of credit operations.**

**7. Oversee all transient student registration.**

**8. Monitor the pre-requisite appeal process.** Help inform students of grievance and appeal procedures and assist process as needed.

**9. Provide Assistance.** Assist SAET Directors and the SAET Outreach Coordinator as needed in implementing recruitment activities to be consistent with university mission and goals.

**10. Academic Administration:**

- a. Supervise and coordinate the work of student services departments and staff.
- b. Hosts walk-in visitors as necessary when the Outreach Coordinator is unavailable.
- c. Attends Academic Affairs committee meetings and participates on school and campus.
- d. Evaluates applicants to Upper Division and make recommendation to the Dean.
- e. This position serves as the SAET Registrar and works with the University Registrar to assure correctness of procedures and student progress records.

**10. Provide University and SAET Service:**

- a. University Undergraduate Appeals & Regulation Committee.
- b. Degree Certification Taskforce.