

Registrar's Office Directory 2024-2025



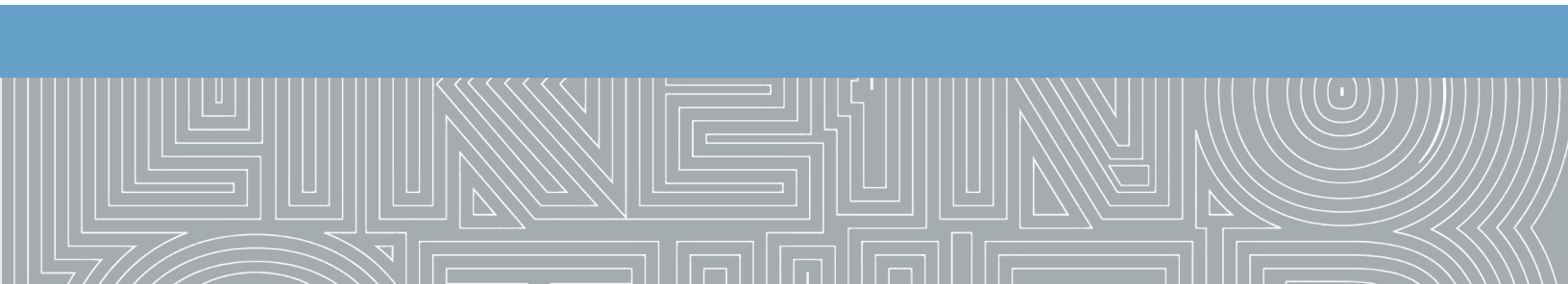
AUGUSTA UNIVERSITY

Office of the Registrar

The Registrar's Office at Augusta University keeps track of all official academic records. Our office is located in Rains Hall on the Summerville campus. Our hours of operation are Monday through Friday from 8:00am until 5:00pm.

Contact our office if you have questions about...

- Course Schedules, Catalog Maintenance, Course Substitutions, Curriculum Inventory Reporting
- Enrollment Reporting and Degree Verifications through The National Student Clearinghouse
- Graduation Applications, Diplomas, English Translations for Latin diplomas
- Jagtrax, Degree Works
- Registration
- Request(s) for Out of State Tuition Waivers for current students
- Transcripts
- Transient Permission Forms, PIN assignments for registration, Withdrawals, Grade Changes, Attendance Verification



Contact these email resources if you have questions about...

catalog@augusta.edu	<ul style="list-style-type: none"> • Catalog updates/revisions not completed through the curriculum revision process • Suggestions for catalog layout, suggested language, etc. • Typos or misinformation in the catalog
classes@augusta.edu	Curriculum Inventory Reporting, Section updates from faculty/staff to include but not limited to changes in: Classroom, Day, Instructional method, Instructor, Time.
curriculog@augusta.edu	Curriculog-related inquiries
commencement@augusta.edu	Any commencement ceremony-related questions
gradapp@augusta.edu	Graduation application questions, diploma processing or general graduation inquiries.
jagtrax@augusta.edu	DegreeWorks-related correspondence to include course substitutions.
records@augusta.edu	<ul style="list-style-type: none"> • Attendance Verification • Grade Changes • Reactivations • Tuition Reclassification Petitions for Continuing Students • Waivers for Continuing Students • Withdrawals
registrar@augusta.edu	<ul style="list-style-type: none"> • Enrollment Certification • General Inquiries • National Student Clearinghouse • Transient forms



Our Team

Heather Metress Registrar

Team Lead, Registrar Support Team

email: hmetress@augusta.edu

t: (706) 721-5052

- Oversees The Office of the Registrar
- Official Reporting for the University
- Manages the provisioning of Banner
- Resolves policy and process issues

Allyson North Associate Registrar

Team Lead, Customer Service/Commencement & Graduation Team

email: anorth@augusta.edu

t: (706) 446-1432

- Back-Up: Heather Metress
- Academic Calendar
- Special Projects
- Strategic Planning

Shannon Hink Associate Registrar

Team Lead, Records Team

email: shink@augusta.edu

t: (706) 721-3360

- Back-Up: Heather Metress
- Attendance Verification
- Grading
- Registration
- Registrar Operations

LeeAnn Walker Assistant Registrar

Team Lead, Curriculum Management Team

Email: lewalker@augusta.edu

t: (706) 446-1494

- Back-Up: Heather Metress
- Catalog Production
- Course Schedule Production
- Curriculum Inventory Reporting (CIR)
- Curriculum Revisions

Kristen Bentley Student Services Specialist

Commencement & Graduation Team

email: kbentle2@augusta.edu

t: (706) 446-1437

- Back-Up: Leza Witherington
- Graduation Review/Audit
- Diploma/Certificate Ordering
- Graduation Application Processing
- Degree Verification

J'Lyn Brown Student Records Coordinator

Curriculum Management Team

email: jlbrown@augusta.edu

t: (706) 721-2203

- Back-Up: LeeAnn Walker
- Course Schedule Production
- Course Scheduling Training
- Course Fee Audits
- Course Related Policy Audits
- Curriculum Inventory Reporting (CIR)
- Manages Classes Resource Email

Our Team

Jordan Cliatt **Data Analyst**

Registrar Support Team

email: jocliatt@augusta.edu

t: (706) 446-1434

- Back-Up: Heather Metress
- Designs, develops & delivers data reports for the Registrar's Office.
- Builds dashboards to provide insight into trends & improve planning for the Registrar's Office.
- Provides business analysis to enhance & improve processes for the Registrar's Office.

Dane Doughty **Student Services Specialist**

Records Team

email: dadoughty@augusta.edu

t: (706) 446-1435

- Back-Up: Danielle Thomas
- Tuition Reclassification Petitions
- Out of State Tuition Waiver Processing
- Fee Waiver Processing

Melissa Hansen **Student Services Specialist II**

Records Team

email: chansen@augusta.edu

t: (706) 721-0336

- Back-Up: Cheryl Hudson
- Transcript Processing
- National Student Clearinghouse Reporting
- Dual enrollment processing

Cheryl Hudson **Student Records Coordinator I**

Records Team

email: chudson@augusta.edu

t: (706) 737-1885

- Back-Up: Melissa Hansen
- Manages Medicine and Dental Grade Changes
- Medicine and Dental Reactivations
- Medicine and Dental Withdrawals
- M1/M2 Registration
- Resident Registration

Eric Klee **Curriculum Systems Manager**

Curriculum Management Team

Email: eklee@augusta.edu

- Back-Up: LeeAnn Walker
- Curriculum Systems Manager
- Curriculum Website Maintenance
- Curriculum System Updates
- Curriculum Systems Reporting & Tracking

Katie Morris **Student Services Coordinator**

Customer Service Team

email: elimorris@augusta.edu

t: (706) 446-1430

- Back-Up: Will Thomas
- Front-line Customer Service
- PIN Process for Registration
- Manages Registrar Email
- Special Groups Registration

Our Team

Brittany Murphey
SIS Functional Analyst
Registrar Support Team

email: brmurphey@augusta.edu
t: (706) 721-0361

- Back-Up: Heather Metress
- System Access
- Banner Security
- Crystal Reports

Komal Patel
DegreeWorks Curriculum Specialist
Registrar Support Team

email: kopatel@augusta.edu
t: (706) 737-1533

- Back-Up: Brittany Murphey
- Course Substitution Processing
- Maintenance of JagTrax access
- JagTrax Training
- Manages JagTrax email resource

Danielle Thomas
Student Services Specialist
Records Team

email: dthomas10@augusta.edu
t: (706) 446-1433

- Back-Up: Dane Doughty
- Manages Grade Changes (Non-Medicine/Non-Dentistry)
- Withdrawals (Non-Medicine/Non-Dentistry)
- Reactivations (Non-Medicine/Non-Dentistry)

Will Thomas
Student Services Specialist
Customer Service Team

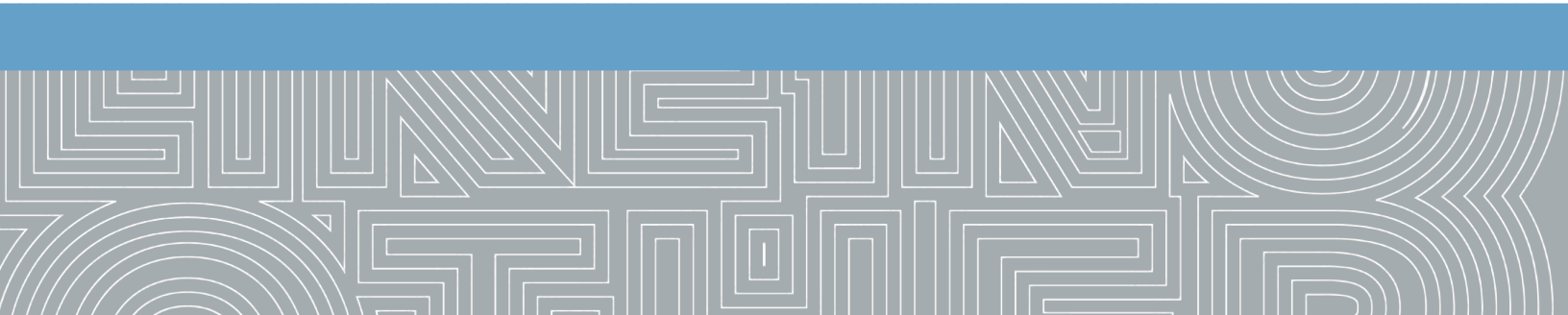
email: withomas@augusta.edu
t: (706) 446-1431

- Back-Up: Katie Morris
- Front-line Customer Service
- Registrar Email
- Enrollment Certifications
- Degree Verifications

Leza Witherington
Student Records Specialist II
Commencement & Graduation Team

email: lwitherington@augusta.edu
t: (706) 446-1357

- Back-up: Kristen Bentley
- Graduation Review/Audit
- Diploma/Certificate Ordering
- Graduation Application Processing
- Degree Verification



Additional Resources



For important dates and deadlines, the academic calendar can be found at calendar.augusta.edu/site/academic.



Registrar's Office forms can be found on our website at <http://www.augusta.edu/registrar/forms.php>. All forms are fillable PDF documents.



Information about Graduation and Commencement can be found on our website at <http://www.augusta.edu/graduation/>. Our office reviews the graduation application to ensure the student's completion of all academic requirements for a degree. For cap and gown, regalia and graduation announcement inquiries, contact the Roar Store at (706) 737-1611.



Deadlines associated with courses and course scheduling can be found at <https://www.augusta.edu/registrar/curriculum.php>. Instructions and tips for section updating for both Summerville and Health Sciences campuses can be found at <http://www.augusta.edu/registrar/section-update.php>



Our office offers various trainings for the AU campus community throughout the year. See what training courses are being offered: augusta.edu/registrar/training.



Important Dates

Fall 2024

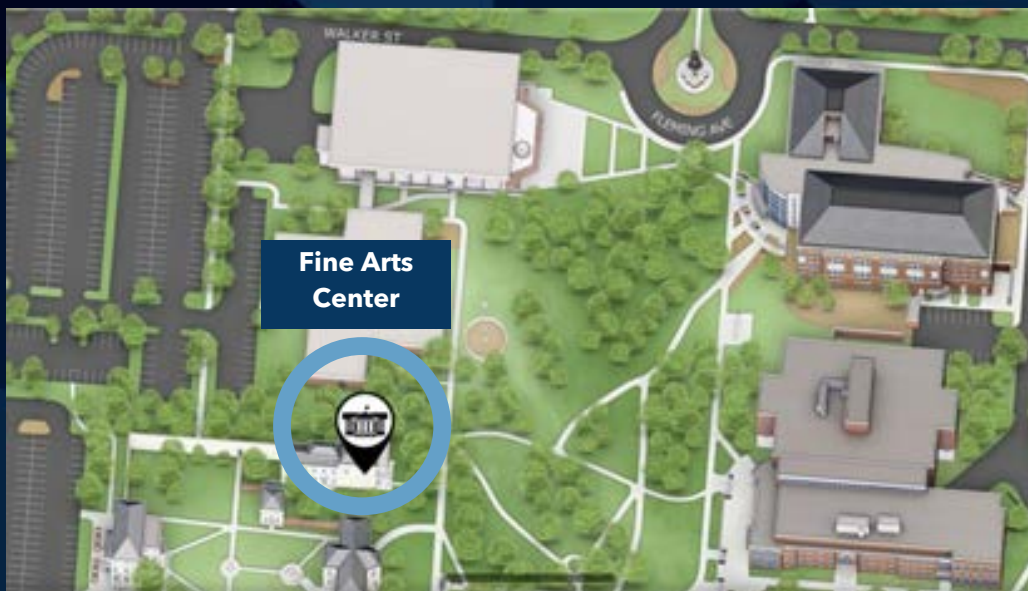
- Classes Begin August 14, 2024.
- Attendance verification for Fall 2024 semester will occur 4-7 days after the regular drop/add period ends.
- Withdrawals– Last Day to Receive a W for Fall 2024 is October 14, 2024
- Classes End on December 4, 2024.
- Exams– Final exams are scheduled beginning Friday, December 6, 2024 (including Saturday, December 7) and ending Wednesday, December 11, 2024.
- Grading– Grades due for Fall 2024 on Monday, December 16, 2024 by 8:00 am.
- Fall 2024 Commencement will be held December 11, 2023 (graduate) and December 12, 2024 (undergraduate).

Spring 2025

- Classes Begin January 6, 2025.
- Attendance verification for Spring 2025 semester will occur 4-7 days after the regular drop/add period ends.
- Withdrawals– Last Day to Receive a W for Spring 2025 is March 4, 2025.
- Classes End on April 30, 2025.
- Exams– Final exams are scheduled beginning Friday May 2, 2025 and ending Thursday, May 8, 2025.
- Grading– Grades due for Spring 2025 on May 12, 2025 by 8:00 am.
- Spring 2025 Commencement will be held May 8, 2025 (graduate) and May 9, 2025 (undergraduate).

CONTACT US:

We're located in Rains Hall on the Summerville Campus, next to the Fine Arts Center (circled below in light blue).



706-446-1430

registrar@augusta.edu

augusta.edu/registrar



AUGUSTA UNIVERSITY

Office of the Registrar