

Office of the Registrar

The role of the Office of the Registrar is to create, maintain, certify, and protect the University's records of courses, degrees, and students. Among the office's core functions are to:

- Maintain the official course inventory
- Publish catalogs, course schedules, final exam schedules, and the academic calendar
- Coordinate the use of classrooms
- Register students for classes and manage the add/drop process
- Ensure the accuracy and privacy of student academic records
- Collect grades and determine students' scholastic status
- Issue diplomas, transcripts, and certifications of enrollment status
- Determine and certify students' academic progress
- Certify veteran education benefits and student-athletes for NCAA eligibility and competition
- Identify, adopt, develop, and deploy technological services related to the core functions of the office, the student service needs of the University, and the higher education community in the United States

A detailed description of the items included in the academic record and on the transcript is given in [Appendix C, subchapter 9-200, Directory Information and Student Records](#). More information about the registrar's office, including contact information for each section, is given on the office's [website](#). The Office of the Registrar website also provides easy access to the [Course Schedule](#), [online catalogs](#), and [academic calendars](#). Some services the registrar's office provides are accessible via the [Texas One Stop](#), such as secure sites where students may [register](#) for classes, update their [personal information](#), request and view [degree audits](#), apply for [veteran education benefits](#), and [order transcripts](#).