

# Office of the Registrar

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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](#).