

# OFFICE OF THE REGISTRAR STAFF

## Individual Contact Information



### Administration and Support Staff

Lorinda Bishop .....	x4850	University Registrar (Currently involved with ERP project – x3408)
Tom Short.....	x4860	Interim Registrar (Interim position until ERP concludes)
Carol Cecil.....	x4835	Assistant Registrar, Info Systems and Enrollment Reporting
Dan Kall.....	x4858	Assistant Registrar, Info Systems and Scheduling (Currently involved with ERP project – x3404)
Julie Quinonez.....	x4863	Associate Registrar, Records and Graduation Services
Sharon Standifer .....	x4836	Systems Administrator
Janine Losek .....	x4842	Administrative Secretary

### Registration and Scheduling

These requests are processed by <b>Rocket Solution Central</b> , Rocket Hall, Room 1200, 419.530.8700.	Student registration; add/drops; withdrawals; enrollment verifications; seminar requests; name, address, and e-mail changes; on-demand transcripts, loan deferments	
Joyce Garber .....	x4843	Classroom space requests
Tyrone Holloway.....	x4865	Concurrent enrollment registration (BGSU-undergraduate)
Jackie Rome.....	x4856	Course inventory requests
Julie Quinonez.....	x4863	Seminars

### Graduation

Kathy Sullivan.....	x4829	Graduation processing
Julie Quinonez.....	x4863	

### Student Records

Janine Losek .....	x4842	Administrative reviews
Sharon Standifer .....	x4836	
Sue Kudelka .....	x4841	Academic forgiveness Advanced placement (high school) Change in academic status (pre fall 1976) CLEP Co-op/concurrent transcripts (BGSU/MCO) Credit by exam Grade posting/Grade changes/Grade deletions/Instructor Withdrawals Portfolio credit Social Security Number/Name changes
Sharon Standifer .....	x4836	Athletic eligibility reporting
Patricia Mattson.....	x4867	
Joe Wonsetler .....	x4840	Degree audit
Debbie Schaefer.....	x4839	Transcripts (UT and transient students), requests for course descriptions, requests for hardcopy University transcripts <b>Recorded instructions on how to obtain a transcript at x2704</b>

## Information Systems

Carol Cecil ..... x4835 Tom Short..... x4860	Ad Hoc reporting Routine and individual requests from colleges/departments/student organizations and requests through the Open Records Act (reports, mailing labels, extracts, etc.)
Louisa Larkin ..... x4820	Report scheduling and distribution – student records
Sharon Standifer ..... x4836	FERPA awareness SIS system security SIS training, tutorials, or questions

## Important Web Addresses

<b>myUT Portal</b> Access Student Self Service and Faculty/Adviser Self Service	<a href="http://myUT.utoledo.edu">http://myUT.utoledo.edu</a>
<b>Office of the Registrar Web Page</b> Schedule of Classes	<a href="http://registrar.utoledo.edu">http://registrar.utoledo.edu</a> <a href="http://registrar.utoledo.edu/ScheduleOfClasses/">http://registrar.utoledo.edu/ScheduleOfClasses/</a>

## Registrar's Office Staff - Alphabetical List

Name	Extension	Office
Lorinda Bishop	x4850/x3408	RH 1120A/UCC
Carol Cecil	x4835	RH 1126
Joyce Garber	x4843	RH 1114
Tyrone Holloway	x4865	RH 1114
Dan Kall	x4858/x3404	RH 1114/UCC
Sue Kudelka	x4841	RH 1113
Louisa Larkin	x4820	RH 1113
Janine Losek	x4842	RH 1120
Patricia Mattson	x4867	RH 1226
Julie Quinonez	x4863	RH 1130
Jackie Rome	x4856	RH 1114
Debbie Schaefer	x4839	RH 1113
Tom Short	x4860	RH 1124
Sharon Standifer	x4836	RH 1110
Kathy Sullivan	x4829	RH 1113
Joe Wonsetler	x4840	RH 1226