# Kent State University - Office of the University Registrar

## Gail Rebeta, University Registrar

### Systems, Analysis, Support and Compliance
Academic Scheduling Center
Lynette Johnson, Associate University Registrar

- Ad Hoc Reporting
- Authorize Banner Users
- Cognos
- Security Access Requests
- HEI Reporting
- Institutional Reporting
- Production Calendars
- Selective Service
- Banner
  - Maintenance/Enhancements
  - Problem Resolution
  - Tables
  - User Support (Training)
  - Transaction Development
  - Infosilem – EnCampus
- User Manuals
- User Support
- Classroom Management
- Course Scheduling Liaison
- Grade Rule Maintenance
- Schedule of Classes-Course Production
- Develop/Maintain Websites
- Imaging Systems & Training
- Record Updates & Maintenance
  - (Auditing)
- Job Submissions
- Calendar Production
- NCAA Athletic Eligibility

### Academic Record Services and Graduation
Nikki Cox, Assistant University Registrar

**Academic Record Services**
- Change of Program
- Credit by Exam Approval Entry
- Forgiveness Approval Entry
- Graduation/Diploma Processing Name/SID Changes

**Imaging**
- WebXtender

**Registration and Enrollment Services**
Kimberly Edge, Senior Assistant University Registrar

**Registration Adjustments**
- Clearinghouse Processing
- Mass Changes
- Ohio Residency Appeals
- Petition Processing
- Rebuilds

**Enrollment Services**
- Loan Deferments
- Clearinghouse Monitoring
- Demographic Changes
- Dismissal Reinstatements/Rescindments
- Enrollment Certifications

**Administrative Services**
Melissa Anderson, Special Assistant

- Appointment Scheduling
- Athletic Eligibility – Organization
- Budget
- Deceased Student Notification
- General Information
- Inventory
- Personnel
- Purchasing
- Subpoena Compliance
- Travel

Last Updated 04/04/2018