Registrar’s Office
A Brief Overview

Presented by
Becky McAlister
Who we are:

Registration and Records

Beoky McAllister, Registrar
Charlene Pineda, Assistant Registrar, Academic Progress
Jean Puca, Manager, Curriculum Scheduling

Related Links
Current Course Listings: Fall | Intercession | Spring | Summer
JD Graduation Requirements | Student Policies | Independent Study Program Rules

RECENT ANNOUNCEMENTS
Bid History (pdf)
How to Decipher Bid Results (pdf)
Fall 2019 Round 2 Bid Results (pdf)
Summer 2019 Time Block (pdf)
Fall 2019 Time Block (pdf)
What we do:

We maintain the permanent academic record and provide services for students, faculty, and staff in the areas of academic policy, enrollment, course information, grades, and degree conferral.

Records
- Transcripts & Enrollment Verifications
- Change of personal info (legal name change, SSN, etc)
- Grades
- Academic Honors & Awards (Dean’s List)
- Degree Audit & Award
- Bar form certification

Registration
- Bidding & Registration
- Academic Calendar
- Course Schedule
- Course Catalog

Academic Support
- Exam Administration
- Curriculum Support
- Program Requirements
- Academic Policy
<table>
<thead>
<tr>
<th>What we DON’T do:</th>
<th>Who does that?!</th>
</tr>
</thead>
</table>
| Process Tuition or Fees                 | -> Student Finance  
  www.northwestern.edu/sfs/about/contact/index.html |
| Process Financial Aid                    | -> Office of Financial Aid  
  https://chicagofinancialaid.northwestern.edu/ |
| Reset passwords or support system access | -> NUIT  
  www.it.northwestern.edu/netid/resetguidelines.html |
| Manage immunization or other health requirements | -> Health Service-Chicago  
  www.northwestern.edu/healthservice-chicago/ |
| Lift holds placed by other departments  | -> Holds can only be removed by the team that placed them. |
Where to find us:

On Campus

• We’re in MC125, across the hall from Student Services
• 312-503-8464

Online

• Email: Law-registrar@law.northwestern.edu
• www.law.northwestern.edu/registrar