What does the Registrar's Office do for you?

- Responsible for the creation, maintenance and accuracy of your student records.
- Evaluate your transfer credits for applicability to your major when you start at CSM. Also, evaluate any courses that you may take at another college as a current student.
- Create an academic plan that is available in Self-Service so that you can follow your progress on-line.
- Prepare university schedule of classes for each semester. Organize registration and publicize to students, faculty and staff. Maintain final exam schedule.
- Monitor beginning of semester—help students register and change classes. Work with Express Center and faculty to make sure class lists are accurate.
- Review your academic plan with your advisor to ensure that your graduation requirements are met.
- Prepare your transcript. Send to other colleges or institutions per your written request.
- Change your major or advisor. Update addresses, name changes and demographic information.
- Prepare Dean’s list.
- Verify student enrollment and degrees.

What do you need to do?

- Keep your address updated through Self-Service or by filling out a form in the Express Center. Select your preferred address so that your mail goes to your home address or residence hall address.
- Check your mid-term and final grades in Self-Service.
- Complete your semester payment arrangements before the semester begins (on-line or in the Express Center).
- Withdraw from a class if you are not attending. (This is the student’s responsibility, not the instructor or advisor or Registrar’s office.) You will receive failing grades if you don’t officially withdraw from a class. Forms are available in the Express Center.
- Safeguard your myCSM login and password. Your personal information is compromised if you don’t.
- Check your CSM E-mail on a regular basis. This is the primary mode for college communication.
- Check myCSM daily for information from the college.
- Check your academic plan and confer with your advisor on a regular basis to ensure you are making progress toward your degree.
- Register early. Meet with your advisor to get authorized.
- Fill out an application for degree or certificate the semester before you plan on completing your program.
- If you have questions, ASK ASK ASK. It is much easier to fix a problem early rather than let it escalate into a big problem later.

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CSM REGISTRAR
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