

# Registrar's Office Staff

**Melanie Fuller**  
*Registrar*

**JoAnn Sauls**  
*Associate Registrar*

**Jillian Farwell**  
*Assistant Registrar*

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*Assistant Registrar*

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*Administrative Assistant*

Location: Main 108

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# Registrar's Office

## Primary Task – Support Office

Keep/Track/Protect Academic Record – FERPA

Input Course Schedules for Registration

Track Academic Progress toward Graduation

Process requests – for example, Drop/Add, Withdrawal/Exit, Graduation Application, Major Declaration, Enrollment Verification

VA Benefits and certification

Transfer credit review and input

Plus a whole lot more!!!

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**A little more detail for you...**

**FERPA** – a federal law protecting the privacy of student education records – Students will have the opportunity in **August** to indicate if any of their information may be released and to whom. This includes all aspects of your academic record.

**Veteran's Administration Benefits** – Contact Registrar's Office with questions.

**Enrollment Verification** – might need this for medical insurance or other documentation.

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## How you can help us...

**Final Transcripts** – be sure final high school transcript showing graduation has been sent to WPU.

**Official College Transcripts** submitted – if you earned any college credit while in high school or over the summer, have those transcripts sent directly to WPU by that institution so that we can review for possible transfer credit.

**AP Test Scores** – if you took AP tests, request from College Board to have those scores sent to WPU. Most scores of 3 or higher can count for transfer credit at WPU.