Central Washington University
Registrar Services

Registrar Services is dedicated to student success by assisting students through their academic journey to prepare them to lead productive and engaged lives.
Visit our website at www.cwu.edu/registrar/

(509) 963-3001
reg@cwu.edu
Agenda

- Registration/Enrollment
  - Class Search Options
  - Class Overrides
  - Overload Approval
  - Wait List
  - No Show
  - Repeat Policy
- Withdrawals
- Final Exams

- Grades
- Emergency Pass/Fail
- Academic Standing
- AR Report
- Transfer Credit Evaluations
- Transcript & Verifications
- Residency
MyCWU
Your Student Resource Center

- How to sign into MyCWU:
  - https://cwu.teamdynamix.com/TDClient/KB/ArticleDet?ID=21884
- Enrollment and Class Search
- Transcripts and Grades
- Transfer Credit Report & Test Scores
- Graduation
- Personal Information Management
- Financial Aid and Student Account Information
Searching for Classes Using MyCWU

- Issues encountered when searching for classes:
  - Uncheck “Show Open Classes Only” to display results for courses that are full. Instructors may be able to approve a class limit override.
  - If you know the catalog number, you can perform a search without entering a subject. Be sure to select the correct subject and catalog from your search results.
  - If you do not see the desired term appear under “Add Classes,” your student status may not be active. Contact Registrar Services for information about your student status.
Searching for Classes Using Scheduler

1. Log in to my.cwu.edu
   A. Log in
   B. Go to the Student Tab
   C. Under “Enrollment” on the left navigation bar, select “Add Classes”
   D. Click on “My Scheduler”

2. Launch “My Scheduler”
   Select “Open My Scheduler” button to open My Scheduler. If asked, please make sure to enable pop-ups. When prompted select the CWU-Ellensburg campus.

3. Customize your Schedule
   A. Add courses to take next term
   B. Add breaks to block off times for no classes
   C. Generate all possible schedules
   D. Click “View” to see each schedule
   E. Send to Shopping Cart
Searching for Classes Using Scheduler

4 Import Cart
Return to MyCWU and add the selected schedule to your shopping cart

5 Verify Courses
Verify the selected course and click *Next*

6 Continue Registration Process
Click *Proceed to Step 2 of 3* to continue

7 Finish Enrolling
Once you have reviewed your schedule select *Finish Enrolling* to finalize your registration

8 Success!
Green checkmarks indicate successful enrollment. Any errors display with an instructional message and red X.
Student Registration

- Each term, excluding summer session, continuing students will receive their enrollment appointment two weeks before the start of registration. An enrollment appointment is an assigned date and time that a student may begin registering for the upcoming term.

- Before enrolling in classes, make sure holds are cleared from account, as they will block enrollment
  - All students are required to read and accept a CWU Financial Agreement in MyCWU before enrollment is allowed for each term. This can be found under Student>To Do List>Task List
  - Check your student dashboard for other holds that prevent enrollment and take the appropriate action to clear them before your registration appointment.
Change of Schedule Period

- The change of schedule period is five (5) business days long, starting with the first day of instruction. Alternate dates apply for summer session, please refer to the academic calendar.

- Students that add classes after the change of schedule deadline must obtain permission to enroll. Late registration fees will apply as defined by the academic calendar.

- After the change of schedule period, students may not drop courses without academic and financial responsibility. Refer to withdrawal polices and contact Registrar Services for information and guidance.

- After the change of schedule deadline has passed, students cannot access enrollment functions for the term in question. Appropriate approvals for late enrollment must be secured and forwarded to Registrar Services for processing.
How to Request Overrides for Enrollment

- Instructor signature is required on the Schedule Change Form to enroll in courses that:
  - Are filled to capacity (Closed Class)
  - Require departmental or instructor consent (Permission)
  - Create a time conflict with another course (Time Conflict)
  - Require overrides for prerequisites or co-requisites (Requisites)
  - Require a reserve override (Closed Class)

- Certain courses give priority enrollment to defined groups of students; this can be based on major, minor, and/or service campus. For all other students, enrollment for these courses typically opens on the Open Enrollment Date on the Academic Calendar or after reserves have been met.
Obtaining approval to take over 18 credits

- Undergraduate students wishing to enroll in more than 18 credits, need to obtain credit overload approval. Students enrolling in 19-20 credits will need consent from their major advisor and department chair. Students wishing to enroll in more than 20 credits will also need to obtain approval from their college dean. Undeclared majors should consult their academic advisor for credit overload approval.

- Graduate Students need approval to take over 16 credits

- Credits over 18 are billed at the overload tuition rate. See https://www.cwu.edu/registrar/tuition-and-fees for details.
Wait Lists

- Wait lists assist students with enrollment into closed classes when seats become available. Students may place themselves on a wait list by checking the box “Ok to wait list if class is full” when registering. Wait list positions are assigned by order of the request.

- During a nightly process, MyCWU automatically moves students from the wait list into open seats, in order of position on the wait list. If the student in position one is not eligible, the process will continue down the wait list roster until open seats are filled. Students enrolled via the wait list process will receive email notifications to their CWU email that enrollment has occurred.

- If you are waitlisted for a course, be sure that you do not have any eligibility barriers that will prevent your enrollment from the wait list process. Common barriers include overload credit, time conflicts, and enrollment holds.

- The wait list only processes through the 2nd day of the Change of Schedule period. After this point, all courses that have students on the wait list are considered closed. If an instructor has coded a closed class override for you after you have already waitlisted, you must drop yourself off the wait list and resubmit the enrollment request. Instructors may also send approval to Registrar’s Services to enroll additional students.

- All enrollment after the change of schedule deadline must be processed by Registrar Services.
No-Show Grades

- It is the student’s responsibility to drop unwanted course work prior to the change of schedule deadline.
- On the third day of instruction, instructors may drop enrolled students if they have not attended or logged participation.
- If non-attendance/participation is reported before the change of schedule deadline, the student will be dropped from the course.
- If non-attendance/participation is reported after the change of schedule period, then a No Show (NS) grade will be recorded to the student’s record and the student will be financially responsible for the enrollment.
- No-show grades may have financial aid implications, but do not impact GPA.
Repeat Policy

MOST courses are NOT designated as repeatable may be repeated only under the following conditions:

- Students may attempt the course a second time without consent.
- Students attempting to take the same course a third time may do so only with permission of the instructor and department chair. Repeating a course four or more times also requires approval from the College Dean.
- Credit will be awarded only once, and only the most recent grade earned will be used in the computation of the term, cumulative, and plan grade point averages. This includes transferable courses that have been repeated.
- All grades will remain in the student’s official records but will be noted with the appropriate repeat codes.
Repeat Policy

- Some courses can be repeated for credit. Courses designated as repeatable will typically have a maximum number of allowed credits. When planning enrollment in a repeatable course, students should take care not to exceed the maximum amount of allowable credit.

- Full tuition is assessed for all repeated courses.

- Students will be notified via CWU email if they are repeating a course.

- DO NOT repeat 184 courses under any subject area.
Questions?
Uncontested Individual Course Withdrawals

• During the regular academic year, students may withdraw from one or more courses no later than 60% into the term. If you are withdrawing from all classes for the term, the uncontested withdrawal policy does not apply; refer to the complete term withdrawal policy. Alternate deadlines apply for summer session. Please refer to our term specific calendar dates and deadlines at the below link for more information. [http://www.cwu.edu/registrar/academic-calendar](http://www.cwu.edu/registrar/academic-calendar)

• An uncontested withdrawal will result in a “+W” grade on your transcript. This will not impact your GPA or academic standing.

• If you are an International Student or Student Athlete, you must contact your advisor for approval. Students receiving veteran’s benefits must contact the Veterans Center for approval.

• There is no refund for individual course withdrawals.
Hardship Withdrawals

• Hardship withdrawals are individual course withdrawals after the uncontested withdrawal deadline has passed. The hardship withdrawal policy only applies if the student is planning to withdrawal from one or more courses but plans to complete other course work for the term. Students wishing to withdrawal from the term should refer to the Complete Term Withdrawal Policy.

• Individual course withdrawals after the seventh week of instruction will be granted only for reasons of extreme hardship. Alternate deadlines apply for summer session.

• Failing a class does not constitute a hardship.

• Students wishing to withdraw during this period must submit a written petition to the Registrar. The petition must be signed by the instructor and students must attach a personal statement and supporting documentation.

• If the Registrar determines there are extenuating circumstances beyond the student’s control, the student will be withdrawn from the course(s) and a HW will be reflected on the academic transcript. HW grades do not impact GPA or academic standing.

• A copy of the Registrar’s decision is forwarded to the instructor.
Complete Term Withdrawals

• Students may completely withdraw from the term through the last date of instruction before finals week. **Alternate deadlines apply for summer session.**

• This posts a W grade on your transcript per course, which is not GPA impacting.

• Please be advised that students not on approved leave will need to reapply to CWU if they are not enrolled in classes for two consecutive terms (not counting summer or a withdrawn term). If you are planning to be absent for at least two terms but are planning to return, please refer to our Leave of Absence policy at:

  [http://catalog.acalog.cwu.edu/content.php?catoid=64&navoid=4101#leav_of_abse](http://catalog.acalog.cwu.edu/content.php?catoid=64&navoid=4101#leav_of_abse)
Withdrawals Summary

- Uncontested, Hardship, and Complete Term Withdrawals do not impact GPA or Academic Standing.

- All withdrawals may impact current and/or future Financial Aid Eligibility.
  - Contact Financial Aid at (509) 963-1611 or at FinancialAid@cwu.edu before withdrawing if you are an aid recipient.

- If you are an International Student or Student Athlete, you must contact your advisor for approval. Students receiving veteran’s benefits must contact the Veterans Center for approval.

- For term specific dates and deadlines, please refer to the academic calendar at https://www.cwu.edu/registrar/academic-calendar
Final Exams

- During fall/winter/spring, final examination week for each term spans four days from the Tuesday through the Friday immediately following the last week of instruction.
  - The Monday following the last week of instruction is designated as a study day for students and no exams may be scheduled on that day.

- Ellensburg campus establishes examinations according to class schedules in order to avoid conflicts resulting from simultaneous examination periods.
  - Final exam schedules are posted to the student MyCWU schedules by the 30th day of the quarter.
Final Exam Schedule

- Final exam schedules can be found at: [https://www.cwu.edu/registrar/academic-calendar](https://www.cwu.edu/registrar/academic-calendar)

### FINAL EXAM SCHEDULES

**FALL 2020 FINAL EXAM SCHEDULE**

<table>
<thead>
<tr>
<th>Final Exam</th>
<th>Hour Class Meets</th>
<th>Day Class Meets</th>
<th>Final Exam Hour</th>
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<tbody>
<tr>
<td>Tuesday November 17</td>
<td>1:00 p.m.</td>
<td>Tues</td>
<td>1:00-3:00</td>
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<td>1:00-3:00</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Wednesday November 18</td>
<td>1:00 p.m.</td>
<td>Tues</td>
<td>1:00-3:00</td>
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<td>4:00 p.m.</td>
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<td>4:00-6:00</td>
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<tr>
<td>Thursday November 19</td>
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**WINTER 2021 FINAL EXAM SCHEDULE**

<table>
<thead>
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<th>Final Exam Hour</th>
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<td>Tuesday March 15</td>
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<td>Tues</td>
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<td>4:00 p.m.</td>
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<td>Wednesday March 16</td>
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<td>Tues</td>
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<td>Thursday March 17</td>
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**SPRING 2021 FINAL EXAM SCHEDULE**

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<th>Final Exam Day</th>
<th>Hour Class Meets</th>
<th>Day Class Meets</th>
<th>Final Exam Hour</th>
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<td>Tuesday June 8</td>
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<td>Wednesday June 9</td>
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<td>Thursday June 10</td>
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<td>Friday June 11</td>
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Verify final exam schedule with instructors.
Grades

- Grades are entered in by faculty on their My CWU account.
- Always due by 10:00 p.m. the 2nd working day after finals exams. Summer term grades are due by 10:00 p.m. the 2nd working day after the session ends.
- Incomplete Grades
  - Students DO NOT re-register in courses for which they have received an incomplete grade.
  - A student must have completed a sufficient portion of the course and can be expected to finish without having to re-enroll.
Emergency Pass/Fail

- CWU is offering this grading option as an acknowledgement of the challenges created for students by the COVID-19 pandemic. EP/EF grades on a transcript include a statement indicating that a state of campus emergency existed during the quarter in which the grade was posted.
- This option is only available for undergraduate level courses. Students will have 3 days after the date on which final grades are due to choose to retain the assigned letter grade or to choose an EP/EF grade. Requests can be submitted at any point before the due date as well, even if grades have not posted for a course.
- Students may elect EP/EF conversions on a course-by-course basis. Instructors will submit course grades as usual. Upon such election, letter grades of C- or better shall be converted to a passing grade of EP; grades of D+ or lower shall be converted to EF. Please consult with your major advisor as to your program specific requirements.
- Credits earned with a grade of EP/EF are not included in the computation of grade point averages.
- Courses that are graded satisfactory/unsatisfactory are not eligible.
- EP grade counts toward program-specific passing requirements, Gen Ed requirements, satisfies prerequisites of subsequent courses.
- Some programs/scholarships may require students to select the graded option. Students should consult with their advisor and Financial Aid (if applicable) before choosing the EP/EF grade.
- If you are a Veteran, please reach out to the Veterans Center before selecting this grading option.
- Students who believe they have been improperly graded should first attempt to resolve the matter with the instructor. If resolution is not achieved, the student may appeal the grievance with the department chair. Lastly, please be advised that an EF grade will not award a refund for the course’s tuition.
- After contacting your Advisor to verify whether this grading option is ideal, if you have further questions regarding EP/EF grading, please contact Registrar Services at reg@cwu.edu or (509) 963-3001.
Academic Standing

**Good standing:** Quarterly and cumulative GPA are equal to or greater than 2.0

**Academic warning:** Academic warning occurs when the GPA for the previous quarter is less than 2.0

**Academic probation:** A student who was on academic warning the previous term, will be placed on academic probation if either the quarterly or cumulative GPA is less than 2.0. Students on academic probation may not enroll in more than 15 credits.

**Academic suspension:** A student who was on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0. If the GPA for the previous quarter is 2.0 or above, but the cumulative GPA is less than 2.0, the student will remain on academic probation.
Academic Requirement Report (AR)

- Computerized Degree Auditing System
- Tracks Student Progress towards graduation
- Online Access
- Allows "What If" scenarios
Transfer Credit Evaluations

- Students who have attended other institutions of higher education or have taken college level placement exams must submit final official transcripts and/or official test scores to the Office of Admissions.

- Within the state of Washington, students from a college or technical college who earn a transferable associate degree (DTA) satisfies CWU’s general education requirements.

- All transfer equivalencies are posted on the Registrar Services website.

- CWU accepts a maximum of 105 total credits from regionally accredited community colleges including a maximum of 135 transfer credits from regionally accredited four-year schools.

- CWU recognizes college credit from AP, CLEP, IB, DANTES, and military credit. Students may use up to 45 credits which may be counted within the 105 transfer credits and used towards graduation.

- An email is sent to student when a change is made regarding their transfer credit evaluations.
Ordering a Verification of Enrollment

- Proof of enrollment for scholarships, loans, insurance companies, housing offices, etc. can be accessed from the National Student Clearinghouse from your student dashboard on your MyCWU account.

- If you need additional information included or documents completed, an enrollment verification form can be found at: https://www.cwu.edu/registrar/forms

- Form can be emailed to Transcript@cwu.edu for processing.

- The completed form can be mailed or faxed to a toll-free number free of charge. There is an $18.00 fee to fax to a toll number.
Ordering Official Transcripts

1) Official CWU transcripts are ordered through Credentials Solutions from your MyCWU account or by going to www.iwantmytranscript.com.

2) A $12.50 fee applies for standard processing. Review pricing and payment information for expedited options.
Residency

Top 5 Residency Questions

- How do I obtain residency in Washington for tuition purposes?
- Where is the residence questionnaire application? (PDF)
- I am a Washington resident, but went to school out of state. What do I do?
- When is the deadline to submit the application?
- How much is in-state tuition?

More information can be found at https://www.cwu.edu/registrar/residency

Contact Residency at Residency@cwu.edu
DOES ANYONE HAVE ANY QUESTIONS RIGHT MEOW?
# How To Reach Us

<table>
<thead>
<tr>
<th></th>
<th>Registrar Services</th>
<th>Transcripts &amp; Records</th>
<th>Transfer Credit Articulation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Joey Thornton</td>
<td>(509) 963-3047</td>
<td>(509) 963-3523</td>
</tr>
<tr>
<td></td>
<td>Ivy Hillemann</td>
<td><a href="mailto:Transcript@cwu.edu">Transcript@cwu.edu</a></td>
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<td></td>
<td>Jerry Witron</td>
<td></td>
<td><a href="mailto:Transfer.Credit@cwu.edu">Transfer.Credit@cwu.edu</a></td>
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<tr>
<td></td>
<td>Customer Service Specialists</td>
<td><a href="mailto:reg@cwu.edu">reg@cwu.edu</a></td>
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<tr>
<td></td>
<td>Dawn Varnum</td>
<td><a href="mailto:varnumd@cwu.edu">varnumd@cwu.edu</a></td>
<td>(509) 963-3033</td>
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<tr>
<td></td>
<td>Enrollment Center Supervisor</td>
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<td></td>
<td>Arturo Torres</td>
<td><a href="mailto:Arturo.Torres2@cwu.edu">Arturo.Torres2@cwu.edu</a></td>
<td>(509) 963-3076</td>
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<td></td>
<td>Rose Spodobalski-Brower</td>
<td><a href="mailto:spodbrow@cwu.edu">spodbrow@cwu.edu</a></td>
<td>(509) 963-3552</td>
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<td></td>
<td>Tina Morefield</td>
<td><a href="mailto:morefiet@cwu.edu">morefiet@cwu.edu</a></td>
<td>(509) 963-3012</td>
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<td></td>
<td>Assistant to the Registrar</td>
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