

## Registrar's Office

### Office Information

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|---------------------------------------|---|
| <b>Hours</b>                          | M-Th 8:00am - 5:30pm; F 8:00am-5:00pm   |
| <b>Phone</b>                          | 909-748-8019  |
| <b>Website</b>                        | <a href="https://www.redlands.edu/registrar">https://www.redlands.edu/registrar</a> |
| <b>Location</b>                       | Main Floor Administration Building  |
| <b>Email</b>                          | <a href="mailto:registrar@redlands.edu">registrar@redlands.edu</a>                  |
| <b>Catalog</b>                        | <a href="https://www.redlands.edu/catalog">https://www.redlands.edu/catalog</a>     |
| <b>Registrar</b>                      | Maria Johnson, Registrar x8341  |
| <b>Documents, forms, and policies</b> | MyRedlands, or Registrar's Office, x8019  |

### For More Information

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| <b>Academic Honesty</b>                              | Jeni Jung x8341                             |
| <b>Academic Warning/Disqualification</b>             | Crystal Stewart x8342                       |
| <b>Address Changes</b>                               | Student Planning or Pam Verosik x8338       |
| <b>Admits - new student files</b>                    | Jeni Jung x8341                             |
| <b>Advanced Placement/IB scores/Placements</b>       | Crystal Stewart x8342                       |
| <b>Articulation Agreements</b>                       | Laura Valle x8335                           |
| <b>Catalog</b>                                       | Steven Arciniega x8336 or Laura Valle x8335 |
| <b>Commencement Application</b>                      | Deborah DeLeon x8329                        |
| <b>Course Section Building</b>                       | Sarita Delgado x8343                        |
| <b>Curriculum</b>                                    | Steven Arciniega x8336 or Laura Valle x8335 |
| <b>Self-Service, Student Planning (My Progress)</b>  | Laura Valle x8335                           |
| <b>Degree Sign-offs (CAS, SE)</b>                    | Deborah DeLeon x8329                        |
| <b>Degree Sign-offs (SB Master, SCS, Credential)</b> | Deborah DeLeon x8329                        |
| <b>Diplomas</b>                                      | Pam Verosik x8338                           |
| <b>Enrollment Reports</b>                            | Crystal Stewart x8342                       |
| <b>Enrollment/Degree Verification</b>                | Deborah DeLeon x8329                        |
| <b>FERPA Questions</b>                               | Jeni Jung x8341                             |
| <b>FERPA Training</b>                                | Jeni Jung x8341                             |
| <b>Grade Posting</b>                                 | Joselyn Gaytan x8332                        |
| <b>Grade Disputes</b>                                | Jeni Jung x8341                             |
| <b>Graduation Audits</b>                             | Deborah DeLeon x8329                        |
| <b>Independent Study (IDS)</b>                       | Joselyn Gaytan x8332                        |

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| <b>Johnston Center</b>   | Teresa Area x8339                           |
| <b>Leave of Absence and Withdrawal Processing</b>                    | Crystal Stewart x8342                       |
| <b>Major/Minor/Advisor Declarations</b>                              | Joselyn Gaytan x8332                        |
| <b>Modifications</b>   | Laura Valle x8335                           |
| <b>Name Change</b>   | Pam Verosik x8338 -                         |
| <b>National Clearinghouse Reporting</b>                              | Crystal Stewart x8342                       |
| <b>Petitions</b>   | Jeni Jung x8341                             |
| <b>Registration Scheduling</b>                                       | Crystal Stewart x8342                       |
| <b>Registration Adjustments</b>                                      | Joselyn Gaytan x8332                        |
| <b>Reports (scheduled)</b>   | Crystal Stewart x8342                       |
| <b>Scheduling-classroom (one-time change form)</b>                   | Sarita Delgado x8343                        |
| <b>Sections (Cap adjustments, cancellations, add/remove faculty)</b> | Sarita Delgado x8343                        |
| <b>Student Planning</b>  | Crystal Stewart x8342                       |
| <b>Study Abroad course approval</b>                                  | Anne Escherich x8747                        |
| <b>Transcript Evaluation</b>   | Anne Escherich x8747                        |
| <b>Transcripts (In-coming/Study Abroad)</b>                          | Pam Verosik x8338                           |
| <b>Transcripts (Out-going)</b>                                       | Deborah DeLeon x8329                        |
| <b>Transfer Credit Approval (blue form)</b>                          | Anne Escherich x8747                        |
| <b>Waitlists</b>   | Crystal Stewart x8342                       |
| <b>Website</b>   | Steven Arciniega x8336 or Laura Valle x8335 |