



AL YAMAMAH UNIVERSITY  
OFFICE OF THE REGISTRAR

The Registrar is the chief custodian of the student academic records and the lead planner and implementer of the course registration process. The Office of the Registrar is responsible for maintaining the academic files on each student admitted into the University, in perpetuity, and consistent with AACRAO standards. The Registrar also works with the Office of the Vice President for Academic Affairs, the Deans and the Academic Advisors in order to plan and implement a class schedule for each semester that meets the needs of the students for the completion of their required coursework in a timely manner. The Office of the Registrar maintains the classroom and other major room assignments for the entire University.

The Registrar supervises the staff of the Office of the Registrar, and is responsible for the budget, general activities and 100% accuracy of the records kept in the Office of the Registrar.

The Registrar fulfills the following responsibilities and activities in support of the Mission of the Office of the Director for the implementation of the EMBA and AACSP accreditation.

**The Registrar is responsible for:**

Securing and documenting, according to AACRO standards, the official grades and transcripts for each student (past and present) at the University,

Training staff to ensure that they are both customer friendly, yet firm in following University policies and procedures, and AACRAO standards,

Maintaining, in secure file cabinets, the files for all active students, as well as the files for all former students,

Working with the VPAA, Deans and other unit heads to plan in advance the schedules for following semesters, including courses, sections, times, classrooms and faculty, cognizant of the study plans for each concentration as well as the available full- and part-time faculty,

The assignment of all classroom space, as well as other designated auditoria,

Working with the Office of Admissions and the Office of Student Affairs to help facilitate coordinated efforts involving students,

Planning the calendar for courses in the EMBA, including dates, times and classrooms, in coordination with the EMBA Director,

Coordinating with the Office of Student Affairs, the Office of Admissions, the Office of Student Activities, etc. to ensure that both the registration schedule and student files contain information that may be gathered from these other units (and to receive information for the student's file from the Office of Student Affairs, as well as the Office of Financial Affairs should there be a hold on the student's registration/graduation/etc. due to delinquency in the payment of back tuition/fees). Once the Office of Admissions

has completed a student file and admitted a student, the new student's file is sent to the Office of the Registrar.

Supervising and coordinating with the Assistant Registrar for the College of Women to ensure that students throughout the University receive consistent information and the same level of service regardless of whether they are enrolled in the College of Men or the College of Women. The Registrar should meet with the Assistant Registrar for the College of Women, and the other staff of the Office of the Registrar for both Colleges on a bi-weekly basis to ensure that both offices are operating with the same rules and regulations. The Assistant Registrar reports to the Registrar.

### JOB DESCRIPTION FOR THE UNIVERSITY REGISTRAR

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The Registrar supervises the staff of the Office of the Registrar, and is responsible for the budget, general activities and 100% accuracy of the records kept in the Office of the Registrar.

The Registrar reports to the Vice President for Academic Affairs.

The Office of the Registrar works closely with the Office of Student Affairs to ensure coordination with the Office of Admissions, Office of Student Activities, and other areas of operation within the Office of Student Affairs in the maintenance and transfer of student records.

The Registrar should be fluent both in English and Arabic; hold a master's degree from an accredited university; have academic project management experience; be accomplished in internet and information management; be conversant with ACCRAO standards; have an interest in customer relations and university registration and record keeping; be detail oriented; and be a self-starter. S/he also should have an understanding of the requirements for AACRAO.

Approved:  a. albeisu Date: 17 January 2009

